

UNITED STATES DEPARTMENT OF AGRICULTURE  
OFFICE OF PERSONNEL  
WASHINGTON, D. C.

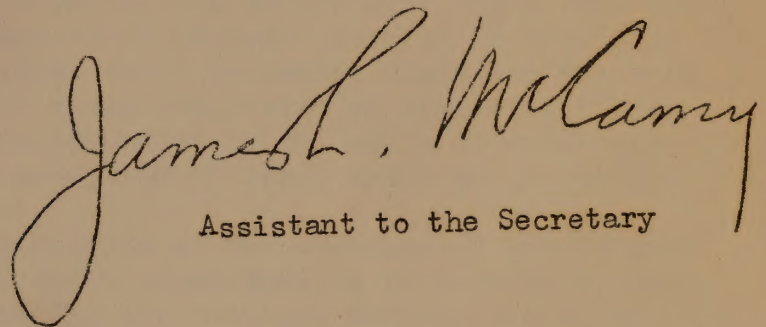
January 30, 1941.

Memorandum No. 883, Supplement No. 1

Department of Agriculture Committee on  
Environmental Sanitary Engineering

Mr. Charles M. Ferguson, Safety Specialist, Office of Personnel, is hereby designated as a member of the Committee on Environmental Sanitary Engineering.

The original membership of this Committee was formally announced under date of January 6, 1941, in Memorandum No. 883.

James L. McCarry

Assistant to the Secretary

Page 101

Memorandum for the President

Department of Agriculture

Mr. Secretary, I have the honor to acknowledge the receipt of your letter of the 10th inst. regarding the proposed amendment to the act of March 3, 1879, relating to the Department of Agriculture. The proposed amendment is in accordance with the recommendation of the Committee on Agriculture, and I am pleased to see that it has been approved by the Senate.

Very respectfully,  
James A. McLaughlin



*giles*

UNITED STATES DEPARTMENT OF AGRICULTURE

**FILED**

OFFICE OF THE SECRETARY

WASHINGTON

January 7, 1941.

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Ordered  
Nov 15  
11/17/41*

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Please return to  
the Secretary's File Room

Memorandum No. 884

UNITED STATES GOVERNMENT FACILITIES COMMITTEE

of the Defense Communications Board

Mr. A. Gael Simson, Radio Engineer for the Forest Service, has been designated to serve on the State and Municipal Facilities Committee and the United States Government Facilities Committee of the Defense Communications Board.

The functions of the State and Municipal Facilities Committee include the study of all phases of State and Municipal communications facilities, including Municipal and State Police Radio Stations, Inter-City Police Radio Stations, State Forestry Radio Stations, Marine Fire Radio Stations, and State and municipally owned or leased wire facilities. With the requirements of national defense as a primary consideration, the committee shall recommend plans for the most efficacious use of all of these facilities in time of military emergency, giving due consideration to the needs of other governmental agencies of industry, and of other civilian activities.

The functions of the United States Government Facilities Committee include the study of all phases of non-military governmental communications facilities with a view to possible military use and the coordination of these facilities including wire, cable and radio facilities owned or leased for government operation, with communications facilities of the Army, Navy, and Coast Guard. With the requirements of national defense as a primary consideration, the committee shall recommend plans for the most efficacious use of all of these facilities in time of military emergency, giving due consideration to the needs of other governmental agencies, of industry, and of other civilian activities.

As the underlying purpose of the creation of the Defense Communications Board and these committees is to determine, coordinate, and prepare plans for the National Defense, it is my desire that all bureaus and offices of the Department that may be concerned in the work of these committees assist and cooperate in every way possible.

Secretary.

*Claude R. Wickard*



UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON

January 7, 1911.

Trans No. 100

Mr. A. G. ...

Mr. A. G. ... has been designated to serve on the State and National Facilities Committee and the United States Government Facilities Committee of the Defense Commission Board.

The functions of the State and National Facilities Committee include the study of all phases of State and National communication facilities, including National and State Police Radio Stations, Inter-city Police Radio Stations, State Police Radio Stations, and all other facilities. With the requirements of the National Defense as a primary consideration, the committee shall recommend plans for the most efficient use of all of these facilities in time of military emergency, giving due consideration to the needs of other governmental agencies of industry, and of other civilian activities.

The functions of the United States Government Facilities Committee include the study of all phases of non-military governmental communication facilities with a view to possible military use and the coordination of these facilities including wire, cable and radio facilities owned or leased for government operation, with communication facilities of the Army, Navy, and Coast Guard. With the requirements of National Defense as a primary consideration, the committee shall recommend plans for the most efficient use of all of these facilities in time of military emergency, giving due consideration to the needs of other governmental agencies, of industry, and of other civilian activities.

As the underlying purposes of the creation of the Defense Communications Board, and these committees is to determine, coordinate, and prescribe plans for the National Defense, it is my desire that all persons and officials of the Department that may be concerned in the work of these committees assist and cooperate in every way possible.

Secretary

*Charles F. ...*





DEPARTMENT OF AGRICULTURE  
WASHINGTON

January 7, 1941.

MEMORANDUM NO. 285

SUBJECT: ATTENDANCE AT MEETINGS

FILED

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the Secretary's File Room

Department Regulation No. 1512 provides in part:

"When practicable the Department will provide adequate representation at meetings, conventions, conferences or other gatherings of farmers, scientific societies, trade associations, State and Federal officials, etc., where the subject matter involved or other circumstances are such as to justify fully such representation, for the purpose of giving or acquiring information relating to the work of the Department..."

Representation at professional and scientific meetings has become increasingly valuable in administering the agricultural program. The Department has assumed national leadership in many fields of scientific research and in transmitting to the public, through its extension and action programs, existing knowledge and new scientific discoveries affecting agriculture. Through participation in scientific meetings, professional workers in the Department acquire and transmit information, discuss problems and programs with other competent persons in their fields, and promote Department work by consultation with State and Federal workers representing large areas. Relationships thus developed stimulate professional interest, broaden the specialist's perspective and contribute generally to the progress of Department work.

There are now several hundred annual professional and scientific meetings, however, which relate in varying degrees to the agricultural program. Because the number is so large, careful planning is necessary with respect to the number and distribution of persons authorized to represent the Department at government expense. On December 20, 1939, temporary limits were placed upon the number who could attend a meeting from a single bureau. A thorough study was then made of the problem in order to establish a more satisfactory basis for a permanent policy. Suggestions and recommendations from each bureau and from many professional employees have been carefully considered.



DEPARTMENT OF AGRICULTURE  
WASHINGTON



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SUBJECT: ATTENDANCE AT MEETINGS

Department Regulation No. 1612 provides in part:

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Representation at professional and scientific meetings has become increasingly valuable in administering the agricultural program. The Department has assumed national leadership in many fields of scientific research and in transmitting to the public through the extension and action programs, existing knowledge and new scientific discoveries affecting agriculture. Through participation in scientific meetings, professional workers in the Department acquire and transmit information, discuss problems and programs with other competent persons in their fields, and promote Department work by consultation with State and Federal workers representing large areas. Relationships thus developed stimulate professional interests, broaden the specialist's perspective and contribute generally to the progress of Department work.

There are now several hundred annual professional and scientific meetings, however, which relate in varying degrees to the agricultural program. Because the number is so large, careful planning is necessary with respect to the number and distribution of persons authorized to represent the Department at Government expense. On December 20, 1938, Departmental orders were placed upon the number who could attend a meeting from a single Bureau. A thorough study was made of the problem in order to establish a more satisfactory basis for a permanent policy. Suggestions and recommendations from each Bureau and from many professional employees have been carefully considered.



Hereafter attendance of Department employees at meetings shall be governed by the following:

1. All requests for authorization to attend meetings shall be carefully reviewed by each chief of bureau or office, as provided in Department Regulation No. 1512, which states in part:

"Before requesting departmental approval for employees to attend meetings or approving attendance under their own authority, chiefs of bureaus, or those acting for them, will give due consideration to (a) the propriety of the Federal Department of Agriculture being represented; (b) whether the specific reasons for such attendance fully justify the expenditure of time on the part of the departmental employee; (c) economy in the expenditure of public funds for travel or other expenses; (d) avoidance of interference with or neglect of the primary work of the employee concerned by reason of attendance at any meeting; (e) avoidance of excessive or unnecessary departmental representation at any meeting; (f) coordination of representation, both as to numbers and character and extent of participation with representation of other departmental units; and (g) conformity with departmental policy of the substance of any matter presented by a departmental representative involving departmental policy...."

2. The requests shall then be submitted to the Director of Personnel on Form AD-61 for central review, approval and recording.

In general not more than three persons from one bureau will be authorized to attend a meeting at government expense. Larger representation at government expense may be permitted at a limited number of nationally important meetings or other meetings where the subject matter to be considered is of vital concern to bureau work. All requests for attendance in excess of three persons shall be accompanied by an explanatory memorandum and should be submitted well in advance of the meeting date in order to permit adequate consideration. While there is no limitation on the number of employees attending any meeting at their own expense on official time, without any charge against annual leave or leave without pay, requests for such attendance should be submitted on Form AD-61.

Attendance will be limited, whenever necessary, in the best interest of the Department, taking into account, particularly, total Department representation at any meeting. Every effort should be made to enable employees who desire to attend meetings on their own time for their technical or professional improvement and without expense to the Government, to do so through arranging for annual



Hereafter attendance of Department employees at meetings shall be governed by the following:

1. All requests for authorization to attend meetings shall be carefully reviewed by each chief of bureau or office, as provided in Department Regulation No. 151a, which states in part:

"Before requesting departmental approval for employees to attend meetings or approving attendance under their own authority, chiefs of bureau, or those acting for them, will give due consideration to (a) the propriety of the Federal Department of Agriculture being represented; (b) whether the specific reasons for such attendance fully justify the expense of time on the part of the departmental employee; (c) economy in the expenditure of public funds for travel or other expenses; (d) avoidance of interference with or neglect of the primary work of the employee concerned by reason of attendance at any meeting; (e) avoidance of excessive or unnecessary departmental representation at any meeting; (f) coordination of participation with representation of other departmental units; and (g) conformity with departmental policy of the absence of any matter presented by a departmental representative involving departmental liability...."

2. The requests shall then be submitted to the Director of Personnel on Form AD-61 for general review, approval and recording.

In general not more than three persons from one bureau will be authorized to attend a meeting at government expense. Larger representation at government expense may be permitted at a limited number of nationally important meetings or other meetings where the subject matter to be considered is of vital concern to bureau work. All requests for attendance in excess of three persons shall be accompanied by an oral history memorandum and should be submitted well in advance of the meeting date in order to enable adequate consideration. While there is no limitation on the number of employees attending any meeting at their own expense on official time, without any charge against annual leave or leave without pay, requests for such attendance should be recorded on Form AD-61.

Attendance will be limited, whenever necessary, in the best interest of the Department, taking into account particularly, total Department representation at any meeting. Every effort should be made to enable employees who desire to attend meetings on their own time for their technical or professional improvement and without expense to the Government, to do so through arranging for annual



leave or leave without pay and for continuing their work where necessary during their absence.

Secretary's Memorandum to Chiefs of Bureaus and Offices, dated December 20, 1939, regarding Department Regulation No. 1512, is hereby superseded.

*Paul H. Lippelby*

Acting Secretary.

1. Pursuant to the authority vested in the Secretary by law (Rev. Stat. 189; 5 U. S. C. 74) and in accordance with paragraph 7 of the Standard Government Travel Regulations, the Director of Finance of the Department of Agriculture and in his absence, the Acting Director of Finance, is hereby authorized to approve travel vouchers relating to travel performed on account of emergencies or without prior authority.

2. This delegation supplements Regulation 3435 and should be recorded by an appropriate cross reference notation.

*Charles B. Richard*

Secretary.

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Revisions JTC: 1-15-41 Procedure Section, Budget & Finance



leave or leave without pay and for continuing their work where necessary during their absence.

Secretary's Memorandum to Chiefs of Bureau and Offices, dated December 30, 1939, regarding Department Regulation No. 1212, is hereby suggested.

  
Louis H. Appleby  
Acting Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE  
OFFICE OF PERSONNEL  
WASHINGTON, D. C.

January 29, 1941.

MEMORANDUM NO. 887

Delegation of Authority to the Director of Finance  
to Approve Travel Vouchers

1. Pursuant to the authority vested in the Secretary of Agriculture by law (Rev. Stat. 161; 5 U. S. C. 22) and in accordance with Paragraph 7 of the Standardized Government Travel Regulations, the Director of Finance of the Department of Agriculture (and in his absence, the Acting Director of Finance) is hereby authorized to approve travel vouchers relating to travel performed on account of emergencies or without prior authority.
2. This delegation supplements Regulation 3425 and should be recorded by an appropriate cross reference notation.

*Claude A. Wickard*

Secretary.

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Rewritten JMC;m 1-15-41 Procedure Section, Budget & Finance



Page 10

Page 10

Page 10

Page 10

Page 10

Page 10

Page 10

Page 10

UNITED STATES DEPARTMENT OF AGRICULTURE  
OFFICE OF THE SECRETARY  
WASHINGTON, D. C.

January 25, 1941.

MEMORANDUM NO. 886

Providing Civilian Work for Conscientious Objectors

The Selective Service Act of 1940 provides that conscientious objectors who object to non-combatant military training "shall in lieu of such induction be assigned to work of national importance under civilian direction". It is necessary to establish machinery to implement this provision. Because the Department has under its jurisdiction a number of projects to which conscientious objectors can be "assigned to work of national importance", it will participate in working out a program of employment for conscientious objectors.

At the present time, the Department, the Director of the Selective Service System, the War Department, the Department of Interior, and the Federal Security Agency are cooperating to consider, and if possible to carry out, a proposal that conscientious objectors be assigned to civilian camps for soil conservation and reforestation work. It is highly desirable that such a program be established as quickly as possible.

Responsibility for handling negotiations in connection with this proposal is hereby delegated to Roy F. Hendrickson, Director of Personnel. Bureaus taking part in negotiations concerning a works program for conscientious objectors will conduct all negotiations with other bureaus of the Department, and other departments and agencies, through Mr. Hendrickson.

*Claude R. Wickard*

Secretary



January 25, 1941

MEMORANDUM NO. 888

Executive Order for Conservation Officers

The Selective Service Act of 1940 provides that conservation officers who are not in the military service shall be exempt from such induction be assigned to work of national importance under civilian direction. It is necessary to establish authority to implement this provision. Because the Department has under its jurisdiction a number of projects in which conservation officers can be assigned to work of national importance, it will participate in working out a program of assignment for conservation officers.

At the present time, the Department, the Director of the Selective Service System, the War Department, the Department of Interior, and the Federal Security Agency are cooperating in a program, and it is possible in carrying out a program of conservation officers be assigned to civilian work for self conservation and restoration work. It is hereby directed that such a program be established as early as possible.

Responsibility for handling regulations in connection with this program is hereby delegated to Ray E. Hamilton, Director of Forestry. Bureau taking part in regulations concerning conservation officers will conduct all negotiations with other bureaus of the Department, and other agencies and agencies, through the Department.

Charles R. Wickard

Secretary

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UNITED STATES DEPARTMENT OF AGRICULTURE  
OFFICE OF THE SECRETARY  
WASHINGTON

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the Secretary's File Room

Ordered (over)  
# 1079  
1/30/41

January 29, 1941

MEMORANDUM NO. 887

Delegation of Authority to the Director of Finance  
to Approve Travel Vouchers

1. Pursuant to the authority vested in the Secretary of Agriculture by law (Rev. Stat. 161; 5 U. S. C. 22) and in accordance with Paragraph 7 of the Standardized Government Travel Regulations, the Director of Finance of the Department of Agriculture (and in his absence, the Acting Director of Finance) is hereby authorized to approve travel vouchers relating to travel performed on account of emergencies or without prior authority.
2. This delegation supplements Regulation 3425 and should be recorded by an appropriate cross reference notation.

Claude R. Wickard

Secretary.



UNITED STATES DEPARTMENT OF AGRICULTURE  
OFFICE OF THE SECRETARY  
WASHINGTON

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The Department of the Interior

RECEIVED NO. 887

Delegation of Authority to the Director of Finance  
to Approve Travel Vouchers

1. Pursuant to the authority vested in the Secretary of Agriculture by law (Rev. Stat. Vol. 5, C. 22) and in accordance with Paragraph V of the Standardized Government Travel Regulations, the Director of Finance of the Department of Agriculture (and in his absence, the Acting Director of Finance) is hereby authorized to approve travel vouchers relating to travel performed on account of emergencies or without prior authority.

2. This delegation supplements Regulation 345 and should be recorded by an appropriate cross reference notation.

Charles D. Whittaker

Secretary



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UNITED STATES DEPARTMENT OF AGRICULTURE  
OFFICE OF THE SECRETARY  
WASHINGTON

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February 12, 1941.

MEMORANDUM NO. 888

Organization of the Office of the Secretary

Effective March 1, there will be a number of changes in the personnel and the organization of the Office of the Secretary.

Fulfilling his contract with Bennington College, entered into a year ago, Mr. James L. McCamy is returning to the staff of the college. His place as head assistant to the Secretary will be taken by Mr. T. Roy Reid, at present Director of Region No. 6 (the States of Arkansas, Louisiana, and Mississippi) for the Farm Security Administration. ~~Mr. Reid comes into the Secretary's Office on a detail from his FSA job.~~

The vacancy, left by the resignation last August of Mr. J. D. LeCron as Assistant to the Secretary to work with Mr. H. A. Wallace in the Campaign, is being filled by the appointment of Mr. S. B. Bledsoe, at present Associate Director of Information.

With these appointments the staff of assistants to the Secretary, Under Secretary, and Assistant Secretary is once again complete. In the future, the organization of this staff will be somewhat different from that existing in the past.

Effective March 1, the assistants to the Secretary, the Under Secretary, and the Assistant Secretary become a common staff, serving all three officers alike. In this common staff of assistants will be, besides Mr. Reid and Mr. Bledsoe, Carl Hamilton and David Meeker of the present staff for the Secretary, Ralph W. Olmstead of the present staff for the Under Secretary, and E. E. Jacobs of the present staff for the Assistant Secretary.

*Clarence H. Wickard*



UNITED STATES DEPARTMENT OF AGRICULTURE  
OFFICE OF THE SECRETARY  
WASHINGTON

FILED

February 12, 1911.

THIS DOCUMENT IS  
THE PROPERTY OF THE DEPARTMENT OF AGRICULTURE

MEMORANDUM NO. 228

Organization of the Office of the Secretary

Effective March 1, there will be a number of changes in the personnel and the organization of the Office of the Secretary.

Filling his contract with Hamilton College, entered into a year ago, Mr. James L. McGraw is returning to the staff of the college. His place as head assistant to the Secretary will be taken by Mr. I. Roy Reid, at present Director of Region No. 6 (the States of Arkansas, Louisiana, and Mississippi) for the Forestry Administration. Mr. Reid comes into the position as a result of his resignation from the position of

The vacancy left by the resignation last August of Mr. J. D. Nelson as Assistant to the Secretary to work with Mr. E. A. Wallace in the Campaign, is being filled by the appointment of Mr. E. H. Hedges, at present Associate Director of Information.

With these appointments the staff of assistants to the Secretary, Under Secretary, and Assistant Secretary is once again complete. In the future, the organization of this staff will be somewhat different from that existing in the past.

Effective March 1, the assistants to the Secretary, the Under Secretary, and the Assistant Secretary become a common staff, serving all three offices alike. In this common staff of assistants will be, besides Mr. Reid and Mr. Hedges, Carl Hamilton and David Becker of the present staff for the Secretary, Ralph E. Olcott of the present staff for the Under Secretary, and E. E. Jackson of the present staff for the Assistant Secretary.



The permanent general staff officers acting for the Secretary in correlation of the various functions of the Department -- the Land Use Coordinator, the Solicitor, the Directors of Budget and Finance, Extension, Foreign Agricultural Relations, Information, Marketing, Personnel, Research, and the Chief of Plant and Operations will continue to perform the same duties as at present. The new organization in the Office of the Secretary makes no change in the function of the Departmental staff officers.

Mr. Appleby, Mr. Hill, and I feel confident that the new type of organization of the immediate staff in the Office of the Secretary will enable us and the other officers of the Department to carry on the public business more quickly and effectively. ~~In a big and complicated department of government such as Agriculture,~~ the group of officers placed in charge of the agency by Presidential appointment must have both the services of the permanent staff offices dealing with individual functions, and of an immediate group of assistants who can work with the general staff officers, and the chiefs of bureaus so that the time of the Secretary will be free to deal with the most important matters of policy in the work of the Department, in its relations with other departments, and in its relations with Congress.

Of course, it is absolutely essential that every chief of bureau and every Director have an opportunity to work directly with the Secretary himself on all matters of major importance in their lines of duty. For decades, the rule in the Office of the Secretary of Agriculture has been that any Chief of bureau or any Director, whenever he feels that it is essential, may have an appointment with the Secretary himself at the earliest possible opportunity. This will continue to be the rule.

The function of the staff of assistants to the Secretary, Under Secretary, and Assistant Secretary will be to centralize the handling of all the matters which in the past have come through the offices of the three of us, to keep us all currently informed on the status of the Department's business, and to systematize the handling of various phases of that business; generally, to make the transaction of business in the Office of the Secretary by the chiefs of bureaus and Directors, by Congressmen, and by citizens who have dealings with the heads of the Department as quick and as effective as possible.

*Claude R. Wickard*  
Secretary.



The permanent general staff officers acting for the Secretary in connection of the various functions of the Department -- the Land Use Coordinator, the Solicitor, the Director of Budget and Finance, Extension, Foreign Agricultural Relations, Information, Marketing, Personnel, Research, and the Chief of Plant and Operations will continue to perform the same duties as at present. The new organization in the Office of the Secretary makes no change in the function of the Departmental staff officers.

Mr. Appleby, Mr. Hill, and I feel confident that the new type of organization of the immediate staff in the Office of the Secretary will enable us and the other officers of the Department to carry on the public business more quickly and effectively. In a ~~newly reorganized Department of Agriculture~~ ~~Department of Agriculture~~ the group of officers placed in charge of the agency by Presidential appointment must have both the services of the permanent staff officers dealing with individual functions, and of an immediate group of assistants who can work with the general staff officers, and the chiefs of bureaus so that the time of the Secretary will be free to deal with the most important matters of policy in the work of the Department, in its relations with other Departments, and in its relations with Congress.

Of course, it is absolutely essential that every chief of bureau and every Director have an opportunity to work directly with the Secretary himself on all matters of major importance in their lines of duty. For decades, the rule in the Office of the Secretary of Agriculture has been that any Chief of bureau or any Director, whenever he feels that it is essential, may have an appointment with the Secretary himself at the earliest possible opportunity. This will continue to be the rule.

The function of the staff of assistants to the Secretary, Under Secretary, and Assistant Secretary will be to centralize the handling of all the matters which in the past have come through the office of the three of us, to keep us all currently informed on the status of the Department's business, and to systematize the handling of various phases of that business; generally, to make the transaction of business in the Office of the Secretary by the chiefs of bureaus and Directors, by Congressmen, and by citizens who have dealings with the heads of the Department as quick and as effective as possible.

Charles F. Wickard  
Secretary



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UNITED STATES DEPARTMENT OF AGRICULTURE

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the Secretary's File Room

MEMORANDUM NO. 889

Delegation of authority to the Solicitor  
to execute releases.

Pursuant to the authority vested in the Secretary of Agriculture by law (Rev. Stat. 161; 5 U.S.C. 22), the Solicitor of the Department of Agriculture (and, in his absence, the Acting Solicitor) is hereby authorized to execute a release of liability, with respect to damage caused to property of the United States under the control of the Department, when payment of the full amount of such damage shall have been received from or on behalf of the person or persons responsible for such damage.

Done at Washington, D. C.,  
this 25<sup>th</sup> day of February, 1941.

*George B. Hill*  
Acting Secretary of Agriculture.

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UNITED STATES DEPARTMENT OF AGRICULTURE

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the Secretary's File Room

MEMORANDUM NO. 889

Delegation of authority to the collector  
to execute releases.

Payment to the authority vested in the Secretary  
of Agriculture by law (Rev. Stat. 181; 5 U.S.C. 25), the  
Collector of the Department of Agriculture (and, in his  
absence, the Acting Collector) is hereby authorized to  
execute a release of liability, with respect to damage  
caused to property of the United States under the control  
of the Department, when payment of the full amount of such  
damage shall have been received from or on behalf of the  
person or persons responsible for such damage.

Date of Issuance: D. C.,  
this 22nd day of February, 1941.

*James H. Hill*

3004 Filed in Fedl. Reg.

Authorization

FEDERAL REGISTER DOCUMENT

889

Title of document: MEMORANDUM NO. *H06*  
Delegation of authority to the Solicitor to execute releases.

AUG 16 1940

Originating office: Office of the Solicitor

This document is\* for publication in  
~~is not~~  
the Federal Register. The document

should be signed by the Secretary or, in his  
absence, by the Acting Secretary.

~~may be signed by the Under Secretary or Assistant  
Secretary~~

*mglw*  
Solicitor.

- \* There is no legal requirement that this document be published in the Federal Register. However, I am sure that the Federal Register would accept it for publication if the Department should deem it advisable to give public notice of the delegation of authority.



FEDERAL REGISTER DOCUMENT

Title of Document: [illegible]  
Organization of Authority to the [illegible] as [illegible]  
[illegible]

AUG 18 1966

Originating Office: Office of the Solicitor

This document is for publication in  
the Federal Register. The document  
should be signed by the Secretary or, in his  
absence, by the Acting Secretary.

Secretary  
[illegible]

Solicitor

There is no legal requirement that this document  
be published in the Federal Register. However,  
I am sure that the Federal Register would accept  
it for publication if the Department desires.  
It is advisable to file this notice of the  
[illegible] of authority.



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Please return to  
the Secretary's File Room

February 27, 1941.

MEMORANDUM NO. 890

Administration of Flood Control Program

Under the present arrangements for carrying on preliminary examinations and surveys pursuant to the Flood Control Acts of 1936 and 1938, as amended, three bureaus divide responsibility for getting the job done on each watershed. Hereafter, examinations and surveys will be assigned to individual bureaus, and each bureau -- at the Washington, regional, and project levels -- is expected to exercise the same authority and assume the same responsibility for preliminary examinations or surveys assigned to it as it now exercises and assumes for its other regular lines of work. This responsibility and authority applies to technical determinations as well as to administrative determinations. To effectuate this policy, and in other ways to improve the administration of the Department's flood control program, there are hereby established, effective March 15, 1941, the following procedures, responsibilities, and organizations:

1. The Department's officer in charge of flood control, a member of the staff of the Office of Land Use Coordination, will be responsible for interdepartmental and interbureau coordination; will assign to bureaus responsibility for carrying out specific preliminary examinations and watershed surveys on schedule, and responsibility for operations following surveys; recommend to the Secretary allocations of flood control funds; supervise review of preliminary examinations, work outlines, and survey reports; represent the programs before the Bureau of the Budget and Congressional committees, and in general be responsible for the over-all Departmental phases of the program. He shall be assisted by an advisory committee made up of one representative from the Bureau of Agricultural Economics, one from the Soil Conservation Service, and one from the Forest Service. The officer in charge of flood control shall not be responsible for the administration of surveys, preliminary examinations, or operations programs once they have been assigned to the bureaus; this responsibility rests with the bureau chief to whom the assignment is made.

2. A technical review board is established in the Office of Land Use Coordination which will work under the direction of the officer in charge of flood control. This review board will help the bureaus establish uniform technical standards; review survey work outlines and survey reports submitted by the bureaus for technical



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February 27, 1941

MEMORANDUM NO. 890

Administration of Flood Control Program

Under the present arrangements for carrying on preliminary examinations and surveys pursuant to the Flood Control Act of 1936 and 1938, as amended, three bureaus divide responsibility for setting the job done on each watershed. Hereafter, examinations and surveys will be assigned to individual bureaus, and each bureau -- at the Washington, regional, and project levels -- is expected to exercise the same authority and assume the same responsibility for preliminary examinations or surveys assigned to it as it now exercises and assumes for its other regular lines of work. This responsibility and authority applies to technical determinations as well as to administrative determinations. To effectuate this policy, and in other ways to improve the administration of the Department's flood control program, there are hereby established, effective March 1, 1941, the following procedures, responsibilities, and organizations:

1. The Department's officer in charge of flood control, a member of the staff of the Office of Land Use Coordination, will be responsible for interdepartmental and interbureau coordination; will assign to bureaus responsibility for carrying out specific preliminary examinations and watershed surveys on schedule, and responsibility for operations following surveys; recommend to the Secretary allocations of flood control funds; supervise review of preliminary examinations, work outlines, and survey reports; represent the program before the Bureau of the Budget and Congressional committees, and in general be responsible for the overall Departmental phases of the program. He shall be assisted by an advisory committee made up of one representative from the Bureau of Agricultural Economics, one from the Soil Conservation Service, and one from the Forest Service. The officer in charge of flood control shall not be responsible for the administration of surveys, preliminary examinations, or operations programs once they have been assigned to the bureaus; this responsibility rests with the bureau chief to whom the assignment is made.

2. A technical review board is established in the Office of Land Use Coordination which will work under the direction of the officer in charge of flood control. This review board will help the bureaus establish uniform technical standards; review survey work outlines and survey reports submitted by the bureaus for technical



soundness and adequacy; assist the officer in charge of flood control to determine whether a report conforms to Departmental policy; and recommend to the agency responsible for the survey such revisions as may be necessary. The review board will be composed of technical people -- a forester, a soil conservationist, a hydrologist, and an economist. These technicians will be representatives of the Office of Land Use Coordination, not bureau representatives. When consultants are required for any special technical problems they shall be supplied to the board by detail.

3. The Bureau of Agricultural Economics will be responsible for carrying out preliminary examinations as assigned. The Bureau shall obtain the assistance of the Soil Conservation Service and the Forest Service in conducting examinations and in preparing reports. The representatives of the Soil Conservation Service and the Forest Service, while working on preliminary examinations, shall work under the supervision and direction of the Bureau of Agricultural Economics. Preliminary examinations shall include: 1) a determination as to whether flood damages are such as to warrant a flood control survey; 2) a judgment, based on an analysis of the most significant available information, as to whether a program carried out under the flood control acts appears to be justified; 3) a judgment as to the flood and silt source areas and the type of program required; and 4) a statement describing the general overall land use plans for the watershed, wherever such plans are available.

4. The Forest Service shall be responsible for conducting surveys specifically assigned to it by the officer in charge of flood control, and similarly, the Soil Conservation Service shall be responsible for conducting surveys assigned to it. In conducting its surveys, the Forest Service shall obtain the assistance of the Soil Conservation Service and the Bureau of Agricultural Economics; and personnel detailed from the assisting bureaus shall work under the supervision and direction of the Forest Service. In conducting its surveys, the Soil Conservation Service shall obtain the assistance of the Forest Service and Bureau of Agricultural Economics; and personnel detailed from the assisting bureaus shall work under the supervision and direction of the Soil Conservation Service.

5. Each agency will be allotted funds sufficient to finance the examination or survey, including funds to pay salaries and other expenses of personnel; the administering agency will compensate the assisting bureaus by reimbursement or otherwise for personnel detailed to the project.



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5. Each agency will be allotted funds sufficient to finance the examination or survey, including funds to pay salaries and other expenses of personnel; the administering agency will compensate the assisting Bureau by reimbursement or otherwise for personnel detailed to the project.



6. a. When in charge of a survey, the Soil Conservation Service shall look to the Forest Service to 1) collect data and make recommendations for treatment of all national forest and other lands administered by the Forest Service in the watershed, 2) work out cooperative fire-control plans for forest lands. The Soil Conservation Service shall request a detail of Forest Service personnel 1) to collect data and prepare recommendations for treatment of non-farm forest lands and forest farming areas in the watershed, and 2) to collect data and prepare recommendations for treatment of range areas adjacent to national forests in the watershed and used in conjunction with such forests. The Soil Conservation Service shall request a detail of Bureau of Agricultural Economics personnel to assist 1) in the appraisal of flood damages, 2) in evaluating benefits from proposed flood control installations, and 3) in computing cost-benefit ratios.

b. When in charge of a survey the Forest Service shall look to the Soil Conservation Service to collect data and make recommendations for treatment of all lands in the watershed administered by the Soil Conservation Service. The Forest Service shall request a detail of Soil Conservation Service personnel 1) to collect data and make recommendations for treatment of farm lands, including farm woodlots, and 2) to make sedimentation studies and reports. The Forest Service shall request a detail of Bureau of Agricultural Economics personnel to assist 1) in the appraisal of flood damages, 2) in evaluating benefits from proposed flood control installations, and 3) in computing cost-benefit ratios.

c. In carrying out preliminary examinations, the Bureau of Agricultural Economics shall call on the Forest Service or Soil Conservation Service for a detail of foresters, soil conservationists, hydrologists, and other specialists in the physical sciences 1) to analyze briefly the most significant available data on hydrology; 2) to make needed general reconnaissance soil, cover, and physical land-use capability area delineations; 3) to assist in forming judgments as to the flood problems and type of program required for control; 4) to assist in determining whether a detailed survey is justified.

7. The officer in charge of flood control shall make specific assignments of watersheds for survey on the basis of information contained in preliminary examinations. He shall assign to the Forest Service those watersheds where the predominant flood problems require treatments and adjustments primarily on forest and forest-range lands, and to the Soil Conservation Service those watersheds where the predominant flood problems require treatments and adjustments primarily on farm and farm-ranch lands. Surveys, or revisions of surveys, now in progress, are assigned as follows:



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The Soil Conservation Service:

Buffalo Creek, N. Y.  
Cherry Creek, Colo.  
Coosa above Rome, Ga. & Tenn.  
Concho River south, Texas  
Concho River north, Texas  
Fourche-La Favre-Petit Jean, Ark. & Okla.  
Fountain Creek, Colo.  
Grand Neosho, Mo., Ark., Kans. & Okla.  
Gila River, lower, Ariz.  
Gila River, upper, Ariz. and N. M.  
Little Sioux, Iowa and Minn.  
Middle Colorado, Texas  
Muskingum, Ohio  
Pee Dee, S. C. and N. C.  
Pecos, N. M. and Texas  
Pajaro, Calif.  
Queen Creek, Ariz.  
Raccoon Creek, Ohio  
Rio Puerco, N. M.  
Santa Ana, Calif.  
Salt Fork, Okla. and Kans.  
Susquehanna, upper, N. Y. and Pa.  
Trinity, Texas  
Washita, Texas and Okla.  
Whitewater, Minn.  
Wolf Creek, Tex. and Okla.  
Walla Walla, Wash. and Oregon.  
Youghiogheny, Pa., W. Va. and Md.

To the Forest Service:

Boise, Idaho  
Connecticut, upper, Vt. and N. H.  
Kickapoo, Wisconsin  
Little Tallahatchie, Miss.  
Merrimack, N. H. and Mass.  
Potomac, Pa., Md., W. Va. and Va.  
St. Francis, Mo.  
San Gabriel, Calif.  
Santa Maria, Calif.  
Sevier Lake, Utah.  
White above Norfolk, Ark. and Mo.  
Yazoo, Miss. and Tenn.



The Soil Conservation Service:

Buffalo Creek, N. Y.  
 Cherry Creek, Colo.  
 Goose above Rome, Ga. & Tenn.  
 Goshute River south, Texas  
 Goshute River north, Texas  
 Fourche-la-Peyre-Petite Jean, Ark. & Okla.  
 Fountain Creek, Colo.  
 Grand Nechabo, Mo., Ark., Kans. & Okla.  
 Gila River, lower, Ariz.  
 Gila River, upper, Ariz. and N. M.  
 Little Sioux, Iowa and Minn.  
 Middle Colorado, Texas  
 Muskegon, Ohio  
 Pee Dee, S. C. and N. C.  
 Pecos, N. M. and Texas  
 Palmdale, Calif.  
 Queen Creek, Ariz.  
 Racoon Creek, Ohio  
 Rio Grande, N. M.  
 Santa Ana, Calif.  
 Salt Fork, Okla. and Kans.  
 Spangdahann, upper, N. Y. and Pa.  
 Trinity, Texas  
 Washita, Texas and Okla.  
 Whitewater, Minn.  
 Wolf Creek, Tex. and Okla.  
 Walla Walla, Wash. and Oregon.  
 Youngblood, Pa., W. Va. and Md.

To the Forest Service:

Bolton, Idaho  
 Connecticut, upper, Vt. and N. H.  
 Kickapoo, Wisconsin  
 Little T-Ilwaco, Minn.  
 Merrimack, N. H. and Mass.  
 Potomac, Pa., Md., W. Va. and Va.  
 St. Francis, Mo.  
 San Gabriel, Calif.  
 Santa Maria, Calif.  
 Beaver Lake, Utah  
 White above Norfolk, Ark. and Mo.  
 Yocco, Miss. and Tenn.



8. The agency in charge of a preliminary examination or survey will need during its progress the advice of, and the benefit of consultation with, the two other agencies of the Department that are engaged in flood control work. The administering agency will also wish to have them review the preliminary examination or survey on its completion and before it is transmitted to Washington. Each agency shall name its representative on each regional advisory committee. These committees shall be called together for consultation and review at the instigation of the agency in charge of the preliminary examination or survey under consideration. The members of the regional advisory committees shall promptly submit to their bureaus pertinent comments on each report as an aid to bureau review in Washington before the report is sent to the officer in charge of flood control.

9. When survey reports are submitted they shall contain a breakdown by areas, indicating the types of treatments and costs of treatment proposed, so that the proper assignments may be made to the Forest Service and the Soil Conservation Service for control operations.

~~Sincerely,~~

Claude R. Wickard

Secretary.



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~~XXXXXXXXXXXXXXXXXXXXXXXXXXXX~~ March 4, 1941.  
~~MEMORANDUM FOR BUREAU CHIEFS~~  
~~Memorandum No. 891~~

Individual Farm Planning Under Program Board Plan

In my opinion, the questions relating to Individual Farm Planning, which we were discussing at the Program Board Meeting on Tuesday, February 11, are quite important. Accordingly, I should like to suggest that a number of counties be selected for testing out this proposal during the crop year 1942 and that the proposal itself be widely discussed throughout the country this year by State Land Use Planning Committees and State and regional representatives of the Department. I think it also would be well for the several agencies of the Department to familiarize themselves with the operations of the "Alabama Plan" being carried out by A.A.A. in the State of Alabama, and consider if this approach or some modification of it would fit, or could be fitted, into a coordinated farm planning program.

Although the season may be too far advanced (except in the Winter Wheat Area where planning for the next year's operations does not take place until mid-summer or early fall) to permit testing out this proposal in the crop year 1941 in all of the counties selected for the test, it is none too soon to start preparations for getting such under way for the 1942 crop year. In fact I think an attempt should be made to select the counties at once and to start such of the steps as may be practicable to take in getting the test under way. There is no reason, for example, why the proposed "Manual for Planning" cannot be started and completed in all of the selected counties this year. Similarly, it may be feasible to get certain of the other phases of the proposed approach under way.

In view of the necessity for developing a joint program on the Trinity Watershed as a result of the Flood Control Survey, special consideration should be given to the selection of this Watershed, or a part of it, for one of the tests. In selecting the other counties or areas for experimentation special care should also be exercised to be sure that those selected represent a general cross-section of the conditions found.

I am asking Mr. Eisenhower of the Office of Land Use Coordination, with such assistance from the Committee and the Bureau of Agricultural Economics as may be needed, to assume major responsibility for coordinating the activities of the different agencies, both in getting the work under way and in carrying it through to a successful conclusion.

Sincerely yours,

*Claude R. Wickard*

Secretary.



March 1, 1941.  
MEMORANDUM FOR THE CHIEF  
OF THE BUREAU OF LAND USE

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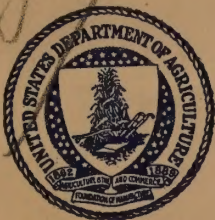
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Charles R. Wickard

Secretary.





# DEPARTMENT OF AGRICULTURE

WASHINGTON



Please return to  
the Secretary's File Room

March 15, 1941

MEMORANDUM NO 892

~~MEMORANDUM FOR CHIEFS OF BUREAUS AND OFFICES~~

## Statement of Policies, Procedures, and Authorities of the Department of Agriculture in Meeting Flood, Drought, and Other Emergency Situations

Periodically, droughts, floods, or other disasters bring to the Department of Agriculture urgent requests for assistance. In recent years the Department has given substantial assistance to the limit of its legal authority and funds. Frequently, however, requests are made for types of assistance which the Department cannot provide, and sometimes confusion and misunderstanding have resulted.

Some examples of requests outside its authorities which the Department is called upon most frequently to grant are (1) loans of feed to farmers secured by a promise to repay a like quantity of feed out of future crops; (2) insurance for crops other than wheat; (3) compensation for alleged damage to domestic and stock water resulting from oil-well drilling operations; and (4) requests to require railroads to grant reduced freight rates on feed into, and on livestock out of, areas seriously affected by weather disasters.

Under its present authorities the Department of Agriculture is limited to providing five general types of assistance in emergency situations. It may (1) distribute information on extent and severity of conditions, availability of feed, condition of crops and pastures, etc.; (2) assist cooperative groups of farmers to secure feed and move livestock and to aid with other group efforts; (3) provide loans and grants, or both; (4) modify existing programs to adapt them to emergency situations; (5) administer, or assist in administering, special programs such as the timber salvage work following the New England hurricane.

### POLICY IN MEETING EMERGENCIES

Most of the programs administered by the Department of Agriculture are designed to help farmers generally -- to help them earn a better income, conserve their land resources, control insect pests, plant and animal diseases, and to aid them in various other ways. In addition, the Congress has provided special programs for the benefit of individual farmers who have been the victims of drought, floods, soil erosion, and other natural hazards of farming. Among the special aids to this group are the rehabilitation loans and grants made by the Farm Security Administration and loans by the Emergency Crop and Feed Loan Section of the Farm Credit Administration.



# DEPARTMENT OF AGRICULTURE

WASHINGTON



MEMORANDUM NO. 202

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When drought or other emergencies strike, the number of persons needing these special aids increases, and the Department expands these programs, within the limits of its available funds, to take care of the greater number of distressed families.

Obviously, neither the Department of Agriculture nor any other Federal agency can assume the full burden of meeting local emergency situations. Although prepared to do its part, the Department cannot extend special aids to persons who are able, even at some sacrifice, to weather the storm on their own resources. In short, the Department cannot be expected to make good all losses suffered by farmers because of some local disaster and thus assume all of the risks of agriculture.

Of course, the Department can and does modify its programs when the occasion demands. But it cannot depart from the authorizations granted by the Congress. For example, it cannot extend the protection of crop insurance to corn or cotton when the legislative authorization limits the insurance to wheat. It cannot lend feed stored in the Ever-Normal Granary when such a procedure is inconsistent with the basic legislation and would defeat the purposes of the Act.

Field representatives of the Department know the limits of the authorities for the programs they administer. They are expected to use these authorities to the full limit in meeting emergencies as they occur.

Much of the legislation authorizing national farm programs is designed to help agriculture get on a more stable basis, to adapt the use of the land to the long-time needs of the people and the dictates of climate. As these adjustments are achieved, as for example through programs that change a hazardous cash crop area into a grass-livestock economy, or shift a single crop area to a diversified type of agriculture, emergency aids should be required much less frequently.

#### PROCEDURES

Insofar as possible, farmers as well as the Department of Agriculture should be forewarned of emergencies. Disastrous effects of drought, flood, and insect outbreaks often can be partially nullified by early action. Drought and insect damage can often be forecast some months in advance. Floods and hurricanes, on the other hand, cannot be predicted far in advance; however, certain areas are more subject to such disasters than others. The agriculture of such areas should be planned accordingly.

The Department, from information furnished by crop correspondents, field statisticians, State entomologists, county agricultural agents, Farm Security county supervisors, and other field representatives, is fairly well informed of emergency situations as soon as they occur. Often, however, this information is either incomplete or is not organized so that immediate and coordinated action may be taken.

In order to expedite such action, the following procedure is established to: (1) inform farmers of available resources and facilities, (2) report emergencies to the Department, (3) take coordinated action, and (4) report field progress in meeting the emergency.



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1. Informing Farmers of Available Facilities. The county agent and Departmental employees in the field, working in cooperation with county planning committees and other State and local organizations, should make use of every avenue of communication to advise and inform farmers and businessmen how to organize to meet the emergency situation through local efforts, and also should advise them of the types and amount of assistance and sources through which available. Farmers should be advised that whenever an emergency arises they should organize mutual assistance associations and get in touch directly with local Departmental representatives or with the county agent, if they do not know which agency is best qualified to lend assistance.

2. Reporting Emergencies. (a) When a disaster occurs the county agricultural extension agent immediately will call together the persons in charge of the activities of the Department in the county. In counties where a cooperative land-use planning committee is organized, this committee may be called together, provided this can be done immediately. This group will pool information and estimate the damage done and the amount and kinds of assistance farmers will require. The county agent and the employees of the Department stationed in the county will each submit information through regular channels to the Department in Washington.

When the disaster affects more than one county, the State Director of Extension will call together the executive committee of the State land use planning committee, correlate the county reports, and submit a State report to the Department. Speed in reporting disasters is essential.

(b) The approach of drought will be reported in the same manner and through the same channels, as soon as it appears that an emergency is developing. After the first report, subsequent reports should be made on the 1st and 15th of each month until the full machinery of the Department is in action combating the emergency, or until it is known that no emergency is going to materialize.

(c) Since the severity and character of approaching emergency outbreaks of insect pests and plant diseases must be determined by considering many factors and analyzing data secured by surveys, information on such emergencies will be reported through appropriate channels by cooperating State agencies and field representatives of the Department to the Bureau of Entomology and Plant Quarantine as soon as it appears that an emergency may develop. Information on the outlook or status of the situation should be kept current until the machinery of the Department is in action to develop, or participate in, a cooperative effort to meet the emergency.

3. Action by the Department. As soon as a disaster occurs, State and local representatives of the Department will immediately extend all regularly authorized emergency assistance that the situation warrants. If



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the situation requires assistance of a type not authorized, the Departmental representatives, in cooperation with State and local planning committees, will recommend to the Department the special assistance needed.

When a disaster is reported, the Department's Committee on Agricultural Emergencies will be called together. This is a standing committee consisting of one member from each of the action agencies of the Department, one member from the Bureau of Agricultural Economics, one from the Agricultural Marketing Service, and a chairman and executive secretary from the Office of Land Use Coordination. All Secretarial correspondence is routed through the executive secretary. Copies of all bureau correspondence on emergency situations will be sent to the committee secretary to keep him informed of the activities of all bureaus.

This Committee will consider recommendations submitted from the field, will agree upon a line of action, and recommend to the Secretary of Agriculture a specific coordinated program for meeting the disaster. Upon approval of the Secretary, the administrators of the programs involved will instruct their field representatives of the action to be taken.

In case emergency outbreaks of insect pests and plant diseases impend, the Bureau of Entomology and Plant Quarantine will be responsible for developing facts, appraising conditions, and recommending action to be taken. Over-all questions requiring consideration by the Department's Committee will be cleared in advance.

4. Reporting Progress in Meeting the Emergency. Following receipt in the field of instructions of action to be taken to meet an emergency, local representatives of each agency involved will report on the 1st and 15th of each month through appropriate channels, quantitative data concerning the action in progress. These reports will continue until the emergency has passed or until all possible Department action has been taken.

As an illustration of the type of information desired by the Department, the Farm Security Administration county supervisor should include in his report his total case load by types of cases, i.e., standard loans, non-standard loans, grants, etc., at the beginning and end of each report period; the number of applicants during the period classified by the type of assistance requested; and the total amount of money loaned or granted during the report period. Comparable information should be reported by other agencies extending assistance to farmers in the disaster area.

In case of disastrous outbreaks of insect pests and plant diseases, the Bureau of Entomology and Plant Quarantine and their cooperators should report on the status of the infestation, the losses that may be occurring, the progress of control operations, and the participation of cooperators, including that of farmers.



the situation requires assistance of a type not authorized, the Departmental representatives, in cooperation with State and local planning committees, will recommend to the Department the special assistance needed.

When a disaster is reported, the Department's Committee on Agricultural Disasters will be called together. This is a standing committee consisting of one member from each of the action agencies of the Department, one member from the Bureau of Agricultural Economics, one from the Agricultural Marketing Service, and a chairman and executive secretary from the Office of Land Use Coordination. All Secretarial correspondence is routed through the executive secretary. Copies of all Bureau correspondence on emergency situations will be sent to the committee secretary to keep him informed of the activities of all bureaus.

This Committee will consider recommendations submitted from the field, will agree upon a line of action, and recommend to the Secretary of Agriculture a specific coordinated program for meeting the disaster. Upon approval of the Secretary, the administrators of the programs involved will instruct their field representatives of the action to be taken.

In case emergency outbreaks of insect pests and plant diseases occur, the Bureau of Entomology and Plant Quarantine will be responsible for developing facts, appraising conditions, and recommending action to be taken. Over-all questions requiring consideration by the Department's Committee will be cleared in advance.

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## AGENCIES AND AUTHORITIES TO HANDLE EMERGENCIES

In cases of acute emergencies where no special funds have been provided it may be necessary for action agencies to divert funds and man-power, within the legal authority of the agency, to meet the situation promptly and effectively. All action agencies should stand ready to hold in abeyance some parts of their regular work, wherever possible, in order that personnel and funds may be available immediately for this purpose.

The responsibilities and authorities of the various Departmental agencies in handling emergencies are outlined as follows:

1. Extension Service. The Extension Service serves as a clearing house for information, and aids in organizing and advancing measures for relieving emergency situations.

Working through local and State organized groups of farm people, the Extension Service promotes cooperative effort among farmers, solicits the aid of outside agencies, and carries on intensive educational programs in order that all may be informed of ways to meet the disaster.

2. Agricultural Marketing Service. The Agricultural Marketing Service, through crop correspondents, field statisticians, and cooperating State agencies, gathers accurate, representative information as to crop and pasture conditions, and current and prospective supplies of food and feed crops; estimates damage on a State basis, and for smaller areas, to the extent that funds permit such surveys; predicts availability of food and feed in drought areas; and makes inquiries to locate surplus food and feed.

3. Farm Security Administration. (a) Standard rehabilitation loans are available to low-income farm families who cannot obtain adequate financing at a reasonable cost elsewhere. Such loans require adequate security, provide for necessary adjustment of the family's debt structure, are conditioned on reasonable assurance of tenure of the family for the period of the loan, and must take care of the full needs of the family.

(b) Small non-standard loans are available to needy farmers in cases of emergencies. Such loans are not based on farm and home management plans, and little or no supervision is given recipients. Loans secured by first mortgages are made for feed for livestock. If the livestock are mortgaged the loan is made when the holder of the first mortgage subordinates his lien to that of the Farm Security Administration.

(c) Supplemental loans may be advanced to standard or non-standard borrowers to afford them the necessary cash and aid to meet emergency situations from drought, flood, or other disasters.

(d) Farm families who need immediate financial assistance, and who have not or cannot obtain sufficient collateral for loans, are eligible



- 5 -

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for subsistence grants. Grants are made for human subsistence needs such as food, clothing, shelter, fuel, and for necessary emergency medical care. Families who receive grants are expected to perform useful work on their farms and in their homes which will improve their condition and ultimately reduce the amount of public assistance needed. Grants may also be made to families who receive loans, if their financial condition is such that financing for all subsistence needs would exceed the ability of the farmer to repay.

(e) Other Farm Security Administration services include loans to individuals to permit cooperative buying of feed or food; and promotion of a group health service.

4. Farm Credit Administration. (a) Two types of emergency crop and feed loans are available to eligible applicants: (1) loans for the production of cash crops (these are available at any time during the year when the crops to be produced can be successfully planted), and (2) loans for the production or purchase of feed for livestock (these are available at all times during the year). The authorizing Act limits any individual loan to \$400 at 4 percent interest, and to farmers who cannot obtain adequate financing from other sources. As security the Act requires a first mortgage on the crops to be produced, or on the livestock to be fed.

(b) Local production credit associations are local cooperative organizations of farmers which make loans for any general agricultural purpose, including the purchase of feed for livestock. Borrowers must buy stock in the association in the amount of 5 percent of their loans. This stock is liable for the payment of losses after the depletion of reserves. Consequently, the associations require that loans be adequately secured and based upon a satisfactory repayment plan. The present rate of interest is  $4\frac{1}{2}$  percent.

(c) Federal Land Banks and the Federal Farm Mortgage Corporation make long-time loans secured by mortgages on farm lands. Such loans are not generally useful in meeting emergency situations, but in case of drought, floods, or other natural disasters, however, the banks and the Corporation consider each loan that becomes delinquent and work out a plan with the borrower to aid him in restoring his loan to good standing.

5. Surplus Marketing Administration. The Surplus Marketing Administration purchases and distributes surplus foodstuffs to undernourished school children and to needy persons who should have a more adequate diet. Distribution is through the Stamp Plan in certain designated areas, and through facilitating grants of surplus foodstuff to needy persons through local relief agencies. The primary objective is



for substance grants. Grants are made for human substance needs such as food, clothing, shelter, fuel, and for necessary emergency medical care. Families who receive grants are expected to perform useful work on their farms and in their homes which will improve their condition and ultimately reduce the amount of public assistance needed. Grants may also be made to families who receive loans, if their financial condition is such that financing for all substance needs would exceed the ability of the farmer to repay.

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(b) Local production credit associations are local cooperative organizations of farmers which make loans for any general agricultural purpose, including the purchase of feed for livestock. Borrowers must buy stock in the association in the amount of 5 percent of their loans. This stock is liable for the payment of losses after the depletion of reserves. Consequently, the associations require that loans be adequately secured and based upon a satisfactory repayment plan. The present rate of interest is 4 percent.

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to increase consumption of surplus agricultural commodities by those needy persons who would otherwise suffer from an inadequate diet.

6. Bureau of Entomology and Plant Quarantine. The Bureau of Entomology and Plant Quarantine develops and makes known measures for combating insect pests and cooperates with State and local agencies and individuals in combating outbreaks of insect pests and plant diseases and in suppressing incipient infestations of these pests. Typical are the cooperative efforts to protect crops from grasshoppers, Mormon crickets, and chinch bugs. The extent and location of infestations of certain pests can be determined in advance. After surveys locate areas where infestation will be heavy it is possible to plan a cooperative attack at a minimum expense for materials. Information on grasshoppers developed by such surveys may make it possible to destroy eggs in advance of hatching through cultural practices. Control operations are carried on in cooperation with responsible State agencies, including the State Department of Agriculture, Extension Service, Experiment Station. Counties, local communities and agencies, and individuals also participate.

7. Agricultural Adjustment Administration. Through the Agricultural Conservation Program payments are made to producers who keep within acreage allotments and carry out specified soil-building practices. These payments, which assure a certain amount of cash income, are particularly helpful when emergencies arise. Parity payments authorized for certain commodities also are an important source of income.

ACP payments may be assigned as security for cash or advances to finance making a crop. The Agricultural Adjustment Administration in some instances modifies the provisions of the program so as to assist producers in meeting emergencies. Recently, for example, certain drought counties in Nebraska and Kansas were permitted to harvest and utilize sorghum for silage without its being classified as soil-depleting.

8. Commodity Credit Corporation. The Commodity Credit Corporation extends loans on stored surplus stocks of farm products, including corn, wheat, rye, barley, raisins, prunes, grain sorghums, cotton, flue-cured tobacco, naval stores, and butter. The loans are secured by a public warehouse receipt or chattel mortgage on the stored products. The principal objectives of commodity loans are to protect the producer against drastic price declines, to stabilize farm prices and income, and to carry over surpluses in the Ever-Normal Granary from years of high production for use in years of scarcity. In the case of corn, by



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stabilizing the prices during years of surplus production, it prevents surplus corn from causing unusually low prices and accumulation of unmarketable surpluses of pork and lard and other animal products.

9. Federal Crop Insurance Corporation. At the present time, crop insurance is available only for wheat. The insurance plan guarantees a specified proportion of the average yield for a particular farm, at a rate based on the yield history of the farm. Both premium and indemnity are calculated in terms of bushels for each individual farm, and may be settled in either cash or wheat. The premium, of course, is paid at the beginning of the crop year covered by the insurance. Farmers without the ready cash to make premium payments may pay the premiums by means of an advance from their agricultural conservation payments.

10. Soil Conservation Service provides the technical help, material, and equipment needed to develop and apply complete and permanent farm-by-farm programs of good land use and conservation.

The work of the Service is preventative rather than of relief nature. Conservation work in upland areas has the effect of diminishing flood crests. Water conservation through contour cultivation, terracing, farm ponds, and similar measures has the effect of minimizing drought through the storage of moisture in the soil.

Technical personnel of the Service has supervised emergency listing programs during severe drought years in the Dust Bowl and work-crews of CCC enrollees and others during flood emergencies along a number of rivers.

11. Bureau of Agricultural Economics, working with Land Grant Colleges and State and local planning committees, is doing long-time planning for agriculture in all sections of the United States. In the more hazardous agricultural areas these cooperative planning committees can guide the type of farming toward a system better adapted to meeting recurring disasters.

Both State and local committees are composed of representative farmers together with representatives of Department and State land use agencies. These committees can help plan coordinated action by the various groups rendering emergency assistance to farmers. In the county a local farmer serves as chairman of the committee and the county agricultural agent serves as secretary. In the State the State Director of Extension serves as chairman of the committee and the State representative of the Bureau of Agricultural Economics serves as secretary.



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12. Forest Service. (a) Fighting Forest Fires. An effective procedure has been worked out with the Budget Bureau and Congress (which involves borrowing from other appropriations) to meet the heavy cost of fighting forest fires.

(b) General. The national forest organization frequently contributes personnel and equipment in serious emergencies -- construction tools, bedding, mess outfits, radios, etc. The national forests frequently give temporary aid to adjacent communities at times of serious floods, fires, and other major catastrophes.

(c) Outside the National Forests the Forest Service cooperates with 41 States in forest farming, and in forest fire protection including emergencies therein, supervises extensive CCC and WPA forestry programs, and in serious emergencies, such as the New England Hurricane of September 30, 1938, undertakes other work affecting forest areas although special legislation is necessary in these cases.

13. Agencies Outside the Department. (a) The Disaster Loan Corporation. The Disaster Loan Corporation has assisted materially in rehabilitating farm communities. In emergencies, the Corporation establishes an office and makes loans to individuals for the reconstruction or rehabilitation of their businesses.

(b) Work Projects Administration. In prolonged droughts it is sometimes necessary to support some of the farm families through the public works program. The Work Projects Administration has shifted funds and increased labor quotas to meet acute emergencies.

(c) Weather Bureau. The Department of Agriculture receives from the Weather Bureau a daily weather report for most States. A monthly and cumulative precipitation chart by States, for the months April to September inclusive, is kept in the Office of Land Use Coordination. Information supplied by the Weather Bureau helps to discover prospective trouble spots.

(d) Railroads. On a few occasions, railroads, acting upon a petition from the Department of Agriculture, have granted reduced freight rates for moving feed into, and livestock out of, drought-stricken areas. Reduced rates on stock were granted only when the stock was removed from the drought area for winter feeding and returned when feed again was available. Reduced rates have been granted also for moving materials to combat insects, and the privilege of preferred handling has been freely extended. The Department has absolutely no control over freight rates. Concessions granted by the railroads in the past were made wholly in a spirit of cooperation to help farmers in extreme situations. The Department does not hesitate to appeal to the roads when conditions justify such an appeal.



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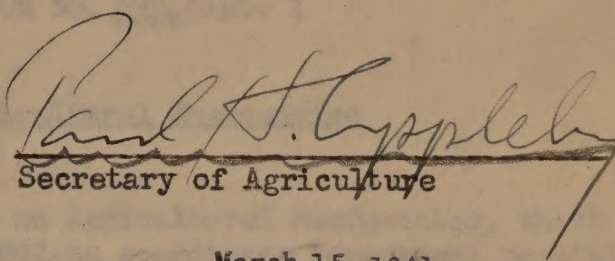
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However, it is clear that such an appeal should be made only when its reasonableness can be amply supported. Consequently, it is wise to reserve requests for rate concessions for very unusual circumstances.

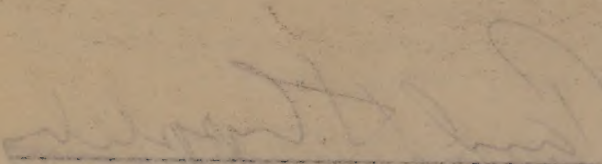
  
Acting Secretary of Agriculture

Date March 15, 1941.

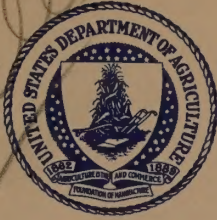
Law F. Geisler - AS  
E. F. Callender - AS  
George Carroll - AS  
A. W. Miller - AS  
Stanley Andrews - AS  
J. H. Hart - AS  
J. L. Burton - AS  
H. H. Richardson - AS  
Harry A. Smith - AS  
Walter H. Clapp - AS  
George S. Mitchell - AS  
O. H. Bradford - AS  
William Rogers - AS  
W. H. Woodberry, Chairman - AS  
W. H. Stuber, Vice Chairman - AS  
W. H. Taylor, Secretary - AS



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Secretary of Agriculture  
May 13, 1934  
Date





DEPARTMENT OF AGRICULTURE  
WASHINGTON

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Please return to  
the Secretary's File Room

May 15, 1941.

MEMORANDUM NO. 892, Supl. 1

Committee on Agricultural Emergencies

The Department's Committee on Agricultural Emergencies, which was authorized by Memorandum No. 892 to coordinate Department participation in the relief of emergency situations, will consist of the following bureau representatives:

|                              |        |
|------------------------------|--------|
| Gus F. Geissler              | - AAA  |
| W. F. Callander              | - AMS  |
| George Farrell               | - BAE  |
| A. W. Miller                 | - BAI  |
| Stanley Andrews              | - CCC  |
| Avery S. Hoyt                | - E&PQ |
| J. L. Boatman                | - EXT  |
| C. W. Warburton              | - FCA  |
| Leroy K. Smith               | - FCIC |
| Earle H. Clapp               | - FS   |
| George S. Mitchell           | - FSA  |
| C. B. Manifold               | - SCS  |
| Philip Maguire               | - SMA  |
| M. S. Eisenhower, Chairman   | - OLUC |
| B. R. Stauber, Vice Chairman | - OLUC |
| Paul A. Taylor, Secretary    | - OLUC |

The Committee will keep the Secretary and his assistants informed of agricultural emergencies, and in accordance with Memorandum No. 892 will initiate recommendations concerning relief of the emergencies, consider recommendations submitted from the field, agree upon a line of action, and whenever necessary recommend to the Secretary of Agriculture a specific coordinated program for meeting the disaster. Upon approval of the Secretary, the administrators of the programs involved will instruct their field representatives of the action to be taken.

*Paul H. Appleby*  
Under Secretary.



DEPARTMENT OF AGRICULTURE  
WASHINGTON



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MAY 18 1941

MEMORANDUM NO. 892, SER. 1

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- AMS - W. F. Callender
- AME - George Parrell
- EAI - A. W. Miller
- ECC - Stanley Andrews
- EEPC - Avery S. Hoyt
- EXT - J. I. Bowman
- FEA - C. W. Warburton
- FUTC - Leroy E. Smith
- FS - Earle R. Chapin
- FSM - George B. Mitchell
- BGS - C. B. Mansfield
- SM - Philip Maguire
- W. S. Blumhauer, Chairman - OLUC
- B. R. Steuber, Vice Chairman - OLUC
- Paul A. Taylor, Secretary - OLUC

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U.S. Secretary



UNITED STATES DEPARTMENT OF AGRICULTURE  
Office of the Secretary  
Washington, D. C.

1131  
3/22/41  
March 21, 1941.

MEMORANDUM NO. 893

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the Secretary's File Room

ACTIVITIES BY DEPARTMENT OFFICERS AND EMPLOYEES  
WITH RELATION TO GENERAL FARM ORGANIZATIONS.

Recently, reports have reached the Department of Agriculture that officers or employees of the Department have participated actively in meetings and in other activities concerned with the establishment of general farm organizations, or with recruiting members for existing farm organizations.

It has long been the established policy of this Department that its officers and employees shall refrain from taking any part in activities of this type. This is a necessary corollary of the equally long-established policy of the Department that it shall deal fairly with all farm organizations and deal with each upon the same basis.

As a continuation of this policy, it should be understood by all officers and employees of the Department that it is not permissible for any of them to -

1. Participate in establishing any general farm organization.
2. Act as organizer for any such general farm organization, or hold any other office therein.



March 21, 1961

FILED

REGISTRATION NO. 843

ACTIVITIES BY DEPARTMENT OFFICIALS AND EMPLOYEES  
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It has long been the established policy of this Department that its officers and employees shall refrain from taking any part in activities of this type. This is a necessary corollary of the equally long-established policy of the Department that it shall deal fairly with all farm organizations and deal with each upon the same basis.

As a continuation of this policy, it should be understood by all officers and employees of the Department that it is not permissible for any or part to -

1. Participate in establishing any general farm organization.
2. Act as organizer for any such general farm organization.

or hold any other office therein.



3. Act as financial or business agent for any general farm organization.

4. Participate in any way in any membership campaign or other activity designed to recruit members for any such organization.

The phrase "general farm organization" used in this memorandum is intended to refer to such national, regional, or State farm organizations as, among others, The National Grange, The American Farm Bureau Federation, The Farmers' Union, The Farmers' Equity League, the Missouri Farmers' Association, The Farmers' Holiday Association, and their regional, State, and local constituent groups.

This statement should not be construed as implying an unfriendly attitude toward farm organizations. Farmers, like other great economic groups in our society, require non-governmental organizations through which they may develop and express their hopes, aspirations, and desires; through which they may make our democratic processes vital; through which, collectively, they may reach the right people at the right time. But the Department must distinguish clearly between what it is proper for a non-governmental farm organization to do, and what it is proper for a governmental employee to do. The same reasoning which led to the Congressional enactment that governmental employees should not directly or indirectly take any action to influence the legislative process (except through the established procedures of government), also leads to the conclusion that official personnel must not aid in the



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Federation, The Farmers' Union, The Farmers' Holiday League, the National

Farmers' Association, The Farmers' Holiday Association, and their

regional, State, and local constituent groups.

This statement should not be construed as implying an unwillingly

attitude toward farm organizations. Farmers, like other groups occasionally

groups in our society, require non-governmental organizations through

which they may develop and express their hopes, aspirations, and de-

sires; through which they may make our democratic processes vital;

through which, collectively, they may reach the right people at the

right time. But the Department must distinguish clearly between what

is proper for a non-governmental farm organization to do, and what

is proper for a governmental employee to do. The same reasoning

which led to the Congressional enactment that governmental employees

should not directly or indirectly take any action to influence the leg-

islative process (except through the established procedures of government),

also leads to the conclusion that official government must not aid in the



formation or development of farm organizations, no matter how desirable they may be.

Employees may, of course, participate in the organization of groups that are needed in carrying out Federally authorized programs -- for example, an REA cooperative, a cooperative of FSA borrowers, and similar groups determined by the appropriate chief of bureau to be essential in effectuating Federally authorized programs. Even here, however, care must be exercised because the Department does not wish to see this type of specialized organization develop into a general farm organization. Certainly it is contrary to policy for local groups that participate in Federal-program effectuation to federate into State, regional, or national organizations.

The head of every bureau and office of the Department is requested to bring this memorandum to the attention of all its officers and employees, both in Washington and in the field. If any violations of any of the provisions of this memorandum should occur, full information with reference thereto should at once be submitted to the Director of Personnel by the head of the bureau in which the person violating any of these provisions is employed.

*Claude R. Wickard*

Secretary.



formation or development of law organizations, no matter how desirable they may be.

Employees may, of course, participate in the organization of groups that are needed in carrying out federally authorized programs -- for example, an RMA cooperative, a cooperative of RMA borrowers, and similar groups determined by the appropriate chief of bureau to be essential in effectuating federally authorized programs. Even here, however, care must be exercised because the Department does not wish to see this type of specialized organization develop into a general law organization. Certainly it is contrary to policy for local groups that participate in Federal program effectuation to federate into State, regional, or national organizations.

The head of every bureau and office of the Department is requested to bring this memorandum to the attention of all its officers and employees, both in Washington and in the field. If any violation of any of the provisions of this memorandum should occur, full information with reference thereto should at once be submitted to the Director of Personnel by the head of the bureau in which the person violating any of these provisions is employed.

Charles R. Wickard

Secretary



UNITED STATES DEPARTMENT OF AGRICULTURE  
OFFICE OF THE SECRETARY  
WASHINGTON

~~MEMORANDUM FOR CHIEFS OF BUREAUS AND OFFICES~~

MEMORANDUM NO.

~~Subject:~~ Activities by Department Officers and  
Employees with Relation to General  
Farm Organizations. *Cepa*

Recently, reports have reached the Department of Agriculture that officers or employees of the Department have participated actively in meetings and in other activities concerned with the establishment of general farm organizations, or with recruiting members for existing farm organizations.

~~As you know,~~ *I* It has long been the established policy of this Department that its officers and employees shall refrain from taking any part in activities of this type. This is a necessary corollary of the equally long-established policy of the Department that *it* ~~we~~ shall deal fairly with all farm organizations and deal with each upon the same basis.

As a continuation of this policy, it should be understood by all officers and employees of the Department that it is not permissible for any of them to -

1. Participate in establishing any general farm organization.
2. Act as organizer for any such general farm organization,



UNITED STATES DEPARTMENT OF AGRICULTURE  
OFFICE OF THE SECRETARY  
WASHINGTON

~~RECEIVED FOR OFFICE OF RECORDS AND COMMUNICATIONS~~

MEMORANDUM NO.

Copy

~~Subject: Activities of Department Officers and Employees with Relation to General Farm Organizations.~~

Recently, reports have reached the Department of Agriculture that officers or employees of the Department have participated actively in meetings and in other activities connected with the establishment of general farm organizations, or with recruiting members for existing farm organizations.

It has long been the established policy of this Department that its officers and employees shall refrain from taking any part in activities of this type. This is a necessary corollary of the equally long-established policy of the Department that it shall deal fairly with all farm organizations and deal with each upon its merits.

As a continuation of this policy, it should be understood by all officers and employees of the Department that it is not permissible for any of them to -

1. Participate in establishing any general farm organization.
2. Act as organizer for any such general farm organization.



or hold any other office therein.

3. Act as financial or business agent for any general farm organization.

4. Participate in any way in any membership campaign or other activity designed to recruit members for any such organization.

The phrase "general farm organization" used in this memorandum is intended to refer to such national, regional, or State farm organizations as, among others, The National Grange, The American Farm Bureau Federation, The Farmers' Union, The Farmers' Equity League, the Missouri Farmers' Association, The Farmers' Holiday Association, and their regional, State, and local constituent groups.

This statement should not be construed as implying an unfriendly attitude toward farm organizations. Farmers, like other great economic groups in our society, require non-governmental organizations through which they may develop and express their hopes, aspirations, and desires; through which they may make our democratic processes vital; through which, collectively, they may reach the right people at the right time. But <sup>the Department</sup> we must distinguish clearly between what it is proper for a non-governmental farm organization to do, and what it is proper for a governmental employee to do. The same reasoning which led to the Congressional enactment that governmental employees should not directly or indirectly take any action to influence the legislative process (except through the established procedures of government), also leads to

*Changes made by CRB  
Office of Personnel & Admin.  
by H.S. & P.H.A. on phone 3/21/41*



or hold any office therein.

3. Act as financial or business agent for any general farm

organization.

1. Participate in any way in any membership campaign or other

activity designed to recruit members for any such organization.

The phrase "general farm organization" used in this memorandum

is intended to refer to such national, regional, or state farm organi-

zations as, among others, The National Grange, The American Farm Bureau

Federation, The Farmers' Union, The Farmers' Equity League, the Missouri

Farmers' Association, The Farmers' Holiday Association, and their

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attitude toward farm organizations. Farmers, like other great economic

groups in our society, require non-governmental organizations through

which they may develop and express their hopes, aspirations, and de-

sires; through which they may make our democratic processes vital;

through which, collectively, they may reach the right people at the

right time. But we must distinguish clearly between what it is proper

for a non-governmental farm organization to do, and what it is proper

for a governmental employee to do. The same reasoning which led to the

Congressional enactment that governmental employees should not directly

or indirectly take any action to influence the legislative process (ex-

cept through the established procedures of government), also leads to



the conclusion that official personnel must not aid in the formation or development of farm organizations, no matter how desirable they may be.

Employees may, of course, participate in the organization of groups that are needed in carrying out Federally authorized programs -- for example, an REA cooperative, a cooperative of FSA borrowers, and similar groups determined by the appropriate chief of bureau to be essential in effectuating Federally authorized programs. Even here, however, care must be exercised because ~~we do~~ <sup>the Department does</sup> not wish to see this type of specialized organization develop into a general farm organization. Certainly it is contrary to policy for local groups that participate in Federal-program effectuation to federate into State, regional, or national organizations.

The head of every bureau and ~~agency~~ <sup>office</sup> of the Department is requested to bring this memorandum to the attention of all its officers and employees, both in Washington and in the field. If any violations of any of the provisions of this memorandum should occur, full information with reference thereto should at once be submitted to the Director of Personnel by the head of the ~~agency~~ <sup>bureau</sup> in which the person violating any of these provisions is employed.

Claude R. Wickard

Secretary.

Changes made by C R Beck,  
Office of Personnel & OK'd  
by H.S. & R.F.A. over phone 3/21/41



the conclusion that official personnel must not aid in the formation or development of farm organizations, no matter how desirable they may be.

Employees may, of course, participate in the organization of groups that are needed in carrying out Federally authorized programs -- for example, an FFA cooperative, a cooperative of FSA borrowers, and similar groups determined by the appropriate chief of bureau to be essential in effectuating Federally authorized programs. Even here, however, care must be exercised because we do not wish to see this type of specialized organization develop into a general farm organization. Certainly it is contrary to policy for local groups that participate in Federal-program effectuation to federate into State, regional, or national organizations.

The head of every bureau and agency of the Department is requested to bring this memorandum to the attention of all its officers and employees, both in Washington and in the field. If any violations of any of the provisions of this memorandum should occur, full information with reference thereto should at once be submitted to the Director of Personnel by the head of the agency in which the person violating any of these provisions is employed.

*Charles A. Wickard*

Secretary.

*James M. G. R. Cook,  
Office of Personnel  
M. S. & R. F. A. and Farm Service  
April 11*



#1157  
FILED

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON

★  
Please return to  
the Secretary's File Room

No. 894

MEMORANDUM FOR CHIEFS OF BUREAUS AND OFFICES

*Center*  
~~Subject:~~ Procedure in Reporting Departmental  
Work by Press and Radio

Recent charges of duplication of work among Departmental agencies have brought attention to bear on a number of our procedures. There seems to be no doubt that many citizens mistakenly believe there is duplication of work by Department agencies simply because we often issue announcements to the press and by radio in the names of different agencies with no mention of the fact that they are part of the Department of Agriculture.

As I said in my statement to the House Appropriations Committee, duplication in the Department is more apparent than real. However, we issue on the authority of various agencies within the Department press releases and radio programs dealing with closely similar subject matter. In my opinion, it would be helpful if in as many of these instances as is possible we issued press and radio announcements simply in the name of the Department of Agriculture.

No blanket rule can be laid down, of course. I want to preserve the zeal of the various bureaus and agencies to the fullest possible extent. Nevertheless, I think we should keep in mind at all times that the Department of Agriculture programs are, in the last analysis, one program for the service of the farmers of the country.

Therefore, I am instructing the Director of Information to work out with chiefs and information officers of Department agencies the procedures necessary to make our press and radio announcements correctly inform the public about Departmental responsibility for the work that we are reporting. At the same time, this information should, in many instances, identify the responsible Department agencies for the convenience of citizens who will want to follow up the information they get from papers or radio programs by writing, telephoning, or visiting offices of individual agencies.

*Claude R. Wickard*

Secretary.



UNITED STATES DEPARTMENT OF AGRICULTURE  
OFFICE OF THE SECRETARY  
WASHINGTON

Procedure in Reporting Departmental  
Work by Press and Radio

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No blanket rule can be laid down, of course. I want to preserve the zeal of the various bureaus and agencies to the fullest possible extent. Nevertheless, I think we should keep in mind at all times that the Department of Agriculture represents one, in the last analysis, one and indivisible service of the farmers of the country.

Therefore, I am instructing the Director of Information to work out with chiefs and information officers of Department agencies the procedure necessary to make our press and radio announcements correctly inform the public about Departmental responsibility for the work that we are reporting. At the same time, this instruction should, in many instances, identify the responsible Department agency for the convenience of citizens who will want to follow up the information they get from papers or radio programs by writing, telephoning, or visiting offices of individual agencies.

Secretary





DEPARTMENT OF AGRICULTURE  
WASHINGTON

FILED



Please return to April 4, 1941.  
the Secretary's File Room

Center caps  
Memorandum No. 895

~~MEMORANDUM FOR OFFICES OF BUREAUS AND OFFICES~~

Center  
1941 Department and Land Grant College Committee  
on Training for Government Service.

This is to announce that Mr. Roy F. Hendrickson will serve as Chairman of the 1941 Department and Land Grant College Committee on Training for Government Service, to succeed Dr. W. W. Stockberger, who will still serve as a member of the Committee. The membership now consists of:

R. F. Hendrickson, Chairman  
W. W. Stockberger  
Samuel S. Board  
Peter Keplinger  
Meredith C. Wilson  
Leland Barrows  
C. F. Taeusch  
Carleton R. Ball

*Paul H. Huppel*  
Under Secretary.



DEPARTMENT OF AGRICULTURE  
WASHINGTON



FILED

Memorandum No. 895

1911 Department and Land Grant College Committee  
on Training for Government Service

This is to announce that Mr. Roy I. Landrickson  
will serve as Chairman of the 1911 Department and Land  
Grant College Committee on Training for Government Ser-  
vice, to succeed Mr. W. W. Blockberger, who will still  
serve as a member of the Committee. The membership now

consists of:

- R. I. Landrickson, Chairman
- W. W. Blockberger
- Samuel S. Knapp
- Peter K. Plummer
- Brooklin O. Wilson
- Edward Morrow
- C. L. French
- Carlisle A. Bell

*[Handwritten signature]*  
Under Secretary





DEPARTMENT OF AGRICULTURE  
WASHINGTON

FILED

★  
Please return to  
the Secretary's File Room

April 5, 1941.

MEMORANDUM NO. 896

Clearance of Group Consultations

In the ordinary course of a year's business proposals are made from time to time that groups of cooperating State or local officials or groups of citizens representing organized interests of various sorts be invited by the Secretary to consult with the Department.

Obviously, these proposals should be considered from a Department-wide viewpoint. Obviously, also, nearly all of the proposals involve the informational functioning of the Department.

I am asking the Director of Information to take the responsibility for examining all such proposals from a Department-wide standpoint and reporting to me the factual and policy considerations that should be taken into account in deciding whether groups should be invited to consult with the Department.

Chiefs of bureaus and offices who wish to propose such consultative meetings will henceforth please route the proposals through the Office of the Director of Information.

Claude R. Wickard

Secretary.



DEPARTMENT OF AGRICULTURE  
WASHINGTON



FILED

★

April 2, 1941

U.S. DEPARTMENT OF AGRICULTURE  
WASHINGTON, D.C.

MEMORANDUM NO. 872

Operation of Group Committees

In the ordinary course of a year's business proposals are made to the Department of Agriculture for the purpose of establishing or to a limited number of citizens representing organized interests of various kinds be invited by the Department to consult with the Department.

Occasionally, these proposals should be considered from a point of view of the Department. Occasionally, also, they may involve the information furnished by the Department.

I am asking the Director of Information to take the responsibility for examining all such proposals from a point of view of the Department and reporting to me the results and policy considerations that should be taken into account in deciding whether or not they should be invited to consult with the Department.

Office of personnel and other matters to be proposed such as administrative matters will be referred to the Director of Information.

Charles R. Wickard

Secretary.





DEPARTMENT OF AGRICULTURE  
WASHINGTON

*Ordered  
SOS 1159  
4/11/41*

April 8, 1941.

FILED

Memorandum No. 897

Department of Agriculture Committee on  
Farm Forestry

Please return to  
the Secretary's File Room

The Secretary's January 31, 1939 Memorandum for Chiefs of the Soil Conservation Service, Forest Service, Bureau of Agricultural Economics, Extension Service, and Office of Land Use Coordination established a Farm Forestry Committee to be made up of one member from each of the first four agencies with a chairman from OLUC. This Committee was established to promote cooperative and harmonious action by the agencies represented in administration of the Cooperative Farm Forestry Act, to give attention to policy questions which require action or consultation in the Office of the Secretary and to correlate estimates for the various types of work undertaken under the Cooperative Farm Forestry Act. This Committee has functioned for about two years.

Since establishment of the original Committee, there has developed an expanded interest within the Department in various phases of the farm forestry field. Accordingly, I am appointing a Department of Agriculture Committee on Farm Forestry with a broader representation of interest. This Committee will supersede the one established in accordance with the Secretary's Memorandum of January 31, 1939, and will consider such matters as those previously handled by that Committee, the impact of defense activities on farm woodlands, the use of good forestry practices in woodlands on farms whose owners or operators are participating in programs administered by the Department, the opportunity to increase and stabilize farm income by obtaining better management of farm woodlands, etc. The following are appointed as members of the Committee:

George R. Phillips, OLUC, Chairman  
J. L. Boatman, EXT  
J. A. Fitzwater, FS  
John S. Barnes, SCS  
Dennis A. FitzGerald, BAE  
J. J. Riggle, FSA  
P. V. Cardon, BPI  
W. A. Minor, Jr., AAA  
J. T. Jardine, OES  
C. W. Warburton, FCA

*Paul H. Supply*  
Acting Secretary

Forestry 1



DEPARTMENT OF AGRICULTURE  
WASHINGTON



April 2, 1941  
FILED

Memorandum No. 133

Department of Agriculture Committee on  
Farm Forestry

The Secretary's January 31, 1939 Memorandum for Chiefs of the Soil Conservation Service, Forest Service, Bureau of Agricultural Economics, Extension Service, and Office of Land Use Coordination established a Farm Forestry Committee to be made up of one member from each of the first four agencies with a chairman from OIU. This Committee was established to promote cooperative and harmonious action by the agencies represented in administration of the Cooperative Farm Forestry Act, to give attention to policy questions which require action or consultation in the Office of the Secretary and to correlate activities for the various types of work undertaken under the Cooperative Farm Forestry Act. This Committee has functioned for about two years.

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George R. Phillips, OIU, Chairman

J. I. Bostman, EXT  
J. A. Fitzwater, FS  
John S. Barnes, SOC  
Dennis A. Fitzgerald, BAS  
J. J. Kiggale, TSA  
P. V. Gordon, BPI  
W. A. Minor, Jr., AAA  
J. T. Jarline, OES  
C. W. Warburton, FCA

Secretary





DEPARTMENT OF AGRICULTURE  
WASHINGTON

*Ordered  
not 660  
6/27/41  
(2)*

FILED

★  
Please return to  
the Secretary's File Room

June 26, 1941.

MEMORANDUM NO. 897, SUPPLEMENT NO. 1

Change in Membership of  
Cooperative Farm Forestry Committee

The Secretary has asked me to announce that Mr. F. B. Northrup of the Agricultural Adjustment Administration has been designated to succeed Mr. W. A. Minor, Jr., as the AAA representative on the Cooperative Farm Forestry Committee.

Mr. Minor has resigned from the AAA to accept a position with the Farm Credit Administration.

*Approved: [Signature]*  
Assistant to the Secretary

*Mary E. Jacobs*  
Assistant to the Secretary.



DEPARTMENT OF AGRICULTURE  
WASHINGTON



June 28, 1961

FILED

U.S. DEPARTMENT OF AGRICULTURE  
WASHINGTON, D.C. 20250

MEMORANDUM NO. 877, SUBMITTAL NO. 1

Change in Membership of  
Cooperative Farm Forestry Committee

The Secretary has asked me to announce that Mr. F. S. Northrup of the Agricultural Adjustment Administration has been designated to succeed Mr. F. A. Minor, Jr., as the AAA representative on the Cooperative Farm Forestry Committee.

Mr. Minor has resigned from the AAA to accept a position with the Farm Credit Administration.

*Charles F. Johnson*  
Assistant to the Secretary





DEPARTMENT OF AGRICULTURE  
WASHINGTON

January 6, 1942.

MEMORANDUM NO. 897, SUPPLEMENT NO. 2

Change in Membership of  
Department of Agriculture  
Committee on Farm Forestry

FILED



Please return to  
the Secretary's File Room

The Secretary has asked me to announce that Mr. E. A. Foster of the Bureau of Agricultural Economics has been designated to succeed Mr. D. A. FitzGerald, as the BAE representative on the Committee on Farm Forestry.

*Robert N. Shields*  
Assistant to the Secretary

Index entries:

COMMITTEES

Committee on Farm Forestry, BAE representative on  
Farm Forestry Committee, BAE representative on



DEPARTMENT OF AGRICULTURE  
WASHINGTON



January 2, 1915

MEMORANDUM NO. 807, SUPPLEMENT NO. 2

FILED

Change in Membership of  
Department of Agriculture  
Committee on Farm Forestry

The Secretary has asked me to announce that Mr. E. A. Foster of the Bureau of Agricultural Economics has been designated to succeed Mr. D. A. Fitzgerald, as the BAE representative on the Committee on Farm Forestry.

*[Signature]*  
Assistant to the Secretary

Index entries:

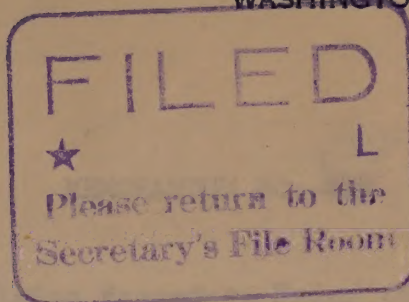
COMMITTEES  
Committee on Farm Forestry, BAE representative on  
Farm Forestry Committee, BAE representative on





## DEPARTMENT OF AGRICULTURE

WASHINGTON



May 1, 1942.

MEMORANDUM NO. 897, SUPPLEMENT NO. 3

Change in Membership of  
Department of Agriculture  
Committee on Farm Forestry

The Secretary has asked me to announce that Dr. Lee M. Hutchins of the Bureau of Plant Industry has been designated to succeed Mr. P. V. Cardon, as the BPI representative on the Committee on Farm Forestry.

Assistant to the Secretary

Index entries:

## COMMITTEES

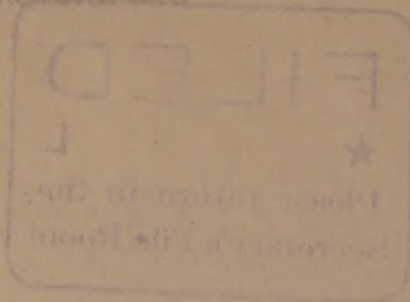
Committee on Farm Forestry, BPI representative on  
Farm Forestry Committee, BPI representative on

FORESTRY /



DEPARTMENT OF AGRICULTURE

WASHINGTON



May 1, 1942.

MEMORANDUM NO. 897, SUPPLEMENT NO. 2

Change in Membership of  
Department of Agriculture  
Committee on Farm Forestry

The Secretary has asked me to announce that Dr. Lee M. Huchins of the Bureau of Plant Industry has been designated to succeed Mr. P. V. Gordon, as the BPI representative on the Committee on Farm Forestry.

*Wm. M. Huchins*

Assistant to the Secretary

Index entries:

COMMITTEES  
Committee on Farm Forestry, BPI representative on  
Farm Forestry Committee, BPI representative on



*giles*

UNITED STATES DEPARTMENT OF AGRICULTURE  
OFFICE OF THE SECRETARY  
WASHINGTON

*Ordered  
No 1520  
4/15/41*

April 12, 1941.

*898*  
MEMORANDUM NO. ~~899~~

Small Claims Procedure Under the Acts  
of December 28, 1922 and June 28, 1937

**FILED**  
★  
Please return to  
the Secretary's File Room

A recent report by the Administrative Council reveals the fact that existing procedure in handling claims for damages to private property under the small claims Acts of 1922 and 1937 is unduly expensive and slow. It is important that legitimate claims be promptly adjudicated and paid and that unwarranted claims be promptly denied. It is important that the expenditure of administrative resources in the handling of such claims be reasonably commensurate with the nature of the tasks to be accomplished. Therefore the procedure for handling claims arising under these two Acts is hereby modified as shown below. The Solicitor of the Department will determine and announce the date or dates on which the several changes will become effective:

1. Claims files will be sent from the bureaus direct to the Office of the Solicitor which shall be responsible (a) for advising the Secretary of the appropriate action to be taken; (b) for preparing the claims journal for the signature of the Secretary; (c) for notifying the claimant and the bureau in which the case arose of the Secretary's determination; (d) for furnishing to claimants whose claims are denied, upon their specific request, a summary of the facts and other information used in reaching a determination; (e) for preparing the factual summary of those cases allowed under the Act of 1922 for use by the Office of Budget and Finance in transmitting the Secretary's determination to the Bureau of the Budget.

2. The Chief of the Forest Service and the Chief of the Soil Conservation Service are hereby relieved from the duty of making recommendations and legal interpretations in claims for damage filed by private parties under these two Acts. Other chiefs of bureaus may also be relieved of this duty upon their request.

3. Claims dockets originating within the Forest Service and the Soil Conservation Service shall be finally assembled within the Offices of the Regional Forester or the Regional Conservator, as the case may be, and transmitted thence directly to the Office of the Solicitor at Washington. Each regional office of the two bureaus shall make available an officer who, under the direction of his regional chief, shall be specially charged with the responsibility of receiving field reports of accidents which may give rise to claims; for receiving claims; for securing the completion of the claim docket







so that it may be ready for adjudication; and for obtaining such administrative comment as may be useful to the Solicitor and the Secretary for the adjudication of the claim.

These bureaus are requested to revise their field procedures so that one copy of every accident report is sent by the field office in which the accident report is made direct to the regional officer charged with completing the claim file. It will be expected that administrative interests such as safety and discipline arising from the accident will be cared for by other copies of these reports and by copies of the claim document when the latter is filed in time to be of use for these administrative purposes. It is expected that, save in unusual cases, it will not be necessary to route claims dockets through every step in the administrative hierarchy in the field, and that Regional Foresters and Conservators will reserve their personal attention to those claims cases which present some genuine administrative interest that has not already been satisfied by the procedures for safety and discipline.

4. When accidents occur in which government property is involved and no private party is affected, reports for claims purposes need not be made. Such accidents should be reviewed for safety and discipline under procedures appropriate for those purposes. In case an accident does involve a private party but no claim is filed the claim reviewing officer (in the Forest Service and in the Soil Conservation Service, the regional claims officer) will retain his copy of the accident report and other documents until a claim is filed or until the statutory limitation for the filing of claims has expired.

5. The Office of the Solicitor and the Office of Personnel, in consultation with the Forest Service, the Soil Conservation Service, and other bureaus in which a considerable proportion of accidents resulting in small claims occur, shall develop and prescribe accident report and claim forms and instructions for the use of investigating officers and regional reviewing officials in order that their joint interests in the use of such forms and reports may be served and particularly to assure that (1) evidence adequate to the proper adjudication of the claim may be assembled in the field; and (2) copies of the same reports may be successfully used by administrative officers for (a) the consideration of safety questions, (b) the exercise of discipline, and (c) for asserting claims for damage to Department property against private parties.

6. For a trial period a special file cover (tentative copy attached) will be used for claims file. This will be attached by the first bureau officer who reviews the claim. Each step in the claim reviewing process, as indicated on the cover, will be dated by the officer receiving and/or dispatching the file.



so that it may be ready for submission; and for obtaining such administrative comment as may be useful to the Solicitor and the Secretary for the submission of the claim.

These purposes are requested to revise their field procedures so that one copy of every accident report is sent by the field office in which the accident report is made direct to the regional office charged with considering the claim file. It will be expected that administrative interests such as safety and discipline arising from the accident will be cared for by other copies of these reports and by copies of the claim document when the latter is filed in time to be of use for those administrative purposes. It is expected that save in unusual cases, it will not be necessary to make claims books through every step in the administrative hierarchy in the field, and that regional foresters and Conservators will reserve their personal attention to those claims cases which present some genuine administrative interest that has not already been satisfied by the procedures for safety and discipline.

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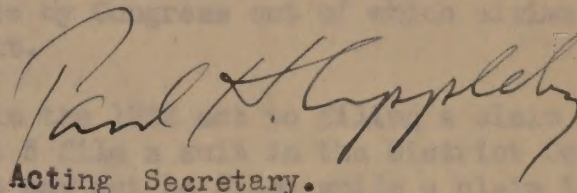
6. For a trial period a special file cover (tentative copy attached) will be used for claim files. This will be attached to the first bureau officer who reviews the claim. Each step in the claim reviewing process, as indicated on the cover, will be dated by the officer receiving and/or dispatching the file.



7. Paragraph (3), Regulation 4212 of the Regulations of the Department, provides that an employee who has been designated by the chief of a bureau to receive, receipt for, or take charge of newly acquired property, may be relieved from responsibility therefor by the payment of the value thereof to a proper representative of the Government, in the event of the loss, damage, or destruction of such property, through the negligence of the employee so charged.

A consideration of this regulation indicates that it is based upon a statute (31 U.S.C., sec. 89), which relates to the accountability for Government property in the hands of "any officer or agent intrusted with public property", i. e., officers in each bureau or agency designated to have custody of Government property in general. It is doubtful that the regulation, as presently written, applies to employees who do not have custody of Government property in general, although such application has been made of the regulation. As to the last mentioned employees, they shall be required to pay for losses in connection with Government property placed in their care only in cases in which the employee involved has shown serious failure to fulfill his responsibilities. A like rule shall prevail in connection with the phrase "neglect of duty", appearing in Regulations 2912 and 2921 of the Regulations of the Department.

It is expected that the new procedure for handling claims work will be reviewed by the Administrative Council after an adequate trial period, so that such modifications as may be necessary to place the adjudication of small claims upon a permanently satisfactory basis may be promptly made.

  
Acting Secretary.

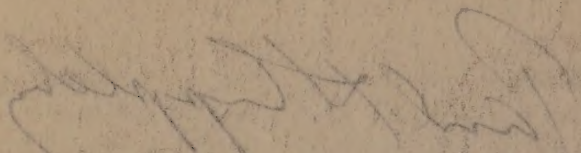
Attachment.



7. Paragraph (3), Regulation 4212 of the Regulations of the Department, provides that an employee who has been designated by the chief of a bureau to receive, receipt for, or take charge of newly acquired property, may be relieved from responsibility therefor by the payment of the value thereof to a proper representative of the Government, in the event of the loss, damage, or destruction of such property, through the negligence of the employee no charge.

A consideration of this regulation indicates that it is based upon a statute (31 U.S.C., sec. 89), which relates to the accountability for Government property in the hands of "any officer or agent intrusted with public property", i. e., officers in each bureau or agency designated to have custody of Government property in general. It is doubtful that the regulation, as presently written, applies to employees who do not have custody of Government property in general, although such application has been made of the regulation. As to the last mentioned employees, they shall be required to pay for losses in connection with Government property placed in their care only in cases in which the employee involved has shown serious failure to fulfill his responsibilities. A like principle prevails in connection with the phrase "neglect of duty", appearing in Regulations 2312 and 2321 of the Regulations of the Department.

It is expected that the new procedure for handling claims work will be reviewed by the Administrative Council after an adequate trial period, so that such modifications as may be necessary to place the adjudication of small claims upon a permanently satisfactory basis may be promptly made.

  
Assistant Secretary.

Attachment.





**FILED** DEPARTMENT OF AGRICULTURE  
WASHINGTON

SEP 3 1946

PLEASE RETURN TO  
SECRETARY'S RECORDS

August 30, 1946

U. S. D. A. 1  
MEMORANDUM NO. 898, SUPPLEMENT 1

Federal Tort Claims Act, 1946

The act of December 28, 1922 (42 Stat. 1066) under which the Department has been considering claims for damage to personal property caused by the negligence of Department employees has been superseded by the Federal Tort Claims Act of 1946, Title IV, Public Law 601, 79th Congress, approved August 2, 1946.

The new act covers claims accruing on and after January 1, 1945. Part 2 of the act is somewhat similar to the 1922 act but broadens the scope of the earlier act. The new act covers not only claims for damage caused by acts of negligence on the part of Government employees but also covers, with certain exceptions set forth in the act, claims for damages caused by the wrongful act or omission of such employees. Claims may be made under the act for personal injury or death as well as for damage to or loss of property. The Department's determination in claims filed under Part 2 of the act is final and conclusive on all officers of the Government. Acceptance of the award by the claimant is conclusive upon him and releases the Government and the Government employee from all claims arising out of the injury. The act provides that an appropriation will be made by Congress out of which claims may be paid directly by the Department.

A claimant is not restricted as in the 1922 act to filing a claim with the Department but may under Part 3 file a suit in the District Court for recovery. However, this suit may not be filed while a claim is pending in the Department but may be filed after final determination of the claim by the Department or after the claimant has withdrawn his claim upon fifteen days' notice. While the amount of the claim before the Department is limited to \$1,000, the only limitation upon the amount which may be sued for in court is that the Government shall not be liable for interest prior to judgment nor for punitive damages. Once a claim has been filed with the Department the claimant may not sue for more than was asked of the Department unless such increased amount is based on some newly-discovered evidence.

Claims or suits, based on claims accruing between January 1, 1945, and August 2, 1946, must be filed by August 2, 1947. All later claims or suits must be filed within one year after accrual. After final disposition of a claim by the Secretary or upon withdrawal of the claim from the Department the claimant has six months in which to institute suit.



DEPARTMENT OF AGRICULTURE  
WASHINGTON



August 30, 1934

WASHINGTON, D. C., August 29, 1934

Internal Security Act, 1934

The act of November 14, 1933 (48 Stat. 1027) under which the Department has been conducting claims for damage to personal property caused by the negligence of Government employees has been amended by the Federal Tort Claims Act of 1946, Title 28, United States Code, approved August 1, 1946.

The new act covers claims accruing on and after January 1, 1946. Part 2 of the act is somewhat similar to the 1933 act but broadens the scope of coverage. The new act covers not only claims for damage caused by acts of negligence on the part of Government employees but also covers, with certain exceptions not found in the old act, claims for damages caused by the wrongful act or omission of such employees. Claims may be made under the act for personal injury or death as well as for damage to or loss of property. The Department's jurisdiction in claims filed under Part 2 of the act is final and conclusive in all instances of the Government. Appearance of the United States by the Government is conclusive upon its release and the Government and the Government employees. The act provides that an application will be made by express one of which claims may be paid directly to the Government.

A claimant is not restricted as to the time and to filing a claim with the Department but may not file a claim in the United States Court for recovery. However, this rule may not be filed while a claim is pending in the Department or may be filed after final determination of the claim by the Department or after the claimant has withdrawn the claim upon fifteen days notice. While the amount of the claim before the Department is limited to \$1,000, the only limitation upon the amount which may be set for in court is that the Government shall not be liable for interest prior to judgment nor the penalties thereon. Since a claim has been filed with the Department the claimant may not sue for the same in any other court. The Department will not accept a claim on non-recovered evidence.

Claims or suits, based on claims accruing between January 1, 1946, and August 2, 1946, must be filed by August 2, 1947. All later claims must be filed within one year after accrual. After that time protection of a claim by the Government or upon withdrawal of the claim from the Department the claimant has no remedy in which to institute suit.



2--Memorandum No. 898, Supplement 1

Under the provisions of the act the new remedies are exclusive as to any tort claims arising out of the activities of the Federal Crop Insurance Corporation and the Commodity Credit Corporation covered by the act.

The act repeals, among others, the 1922 act but does not repeal any acts authorizing the heads of Departments to consider claims on account of damage to property or on account of personal injury or death in which the loss is not caused by the negligence or wrongful act or omission of a Government employee. The two principal acts under which this Department operates in this category are the acts of May 27, 1930 (46 Stat. 387) and January 31, 1931 (46 Stat. 1052). The act of June 28, 1937 (CCC Act) was no longer in force when the present act was enacted.

Procedure. Claims filed with the Department should continue to be handled as set forth in Secretary's Memorandum No. 898, Solicitor's Memorandum dated February 9, 1942, issued pursuant thereto, and amendments dated February 10, 1942, and August 12, 1942. Copies of the Solicitor's Memoranda will be made available on request to his office.

While it is anticipated that suits filed under the act will be reported to this Department by the Department of Justice in due course, it is suggested that if any employee is served with papers in a suit arising under the act he should immediately notify the nearest Regional Attorney of this Department or the Solicitor's Office in Washington.

*Charles F. Brannen*

Acting Secretary



Under the provisions of the act the new remedies are exclusive as to any tort claims arising out of the activities of the Federal Crop Insurance Corporation and the Commodity Credit Corporation covered by the act.

The act repeals, among others, the 1922 act but does not repeal any acts authorizing the heads of Departments to consider claims on account of damage to property or on account of personal injury or death in which the loss is not caused by the negligence or wrongful act or omission of a Government employee. The two principal acts under which this Department operates in this category are the acts of May 27, 1920 (46 Stat. 387) and January 31, 1931 (46 Stat. 1032). The act of June 28, 1937 (50 Stat. 308) was no longer in force when the present act was enacted.

Procedure. Claims filed with the Department should continue to be handled as set forth in Secretary's Memorandum No. 898, Solicitor's Memorandum dated February 9, 1942, issued pursuant thereto, and amendments dated February 10, 1942, and August 12, 1942. Copies of the Solicitor's Memoranda will be made available on request to his office.

While it is anticipated that suits filed under the act will be reported to this Department by the Department of Justice in due course, it is suggested that if any employee is served with papers in a suit arising under the act he should immediately notify the nearest Regional Attorney of this Department or the Solicitor's Office in Washington.

Acting Secretary



UNITED STATES DEPARTMENT OF AGRICULTURE  
OFFICE OF THE SECRETARY  
WASHINGTON

OFFICE OF PLANT AND OPERATIONS

FILED

★  
Please return to  
the Secretary's File Room

April 15, 1941.

No.

900 899

MEMORANDUM ~~TO CHIEFS OF BUREAUS AND OFFICES~~

Vocational Training of Youths in the

Automotive Shops of the Department of Agriculture.

The attached file covering the establishment of a cooperative agreement between this Department and the Office of Education, providing for the vocational training of youths in the automotive shops of the Department of Agriculture, is transmitted for your information.

In order to expedite the inauguration of such operations the form of agreement included herein has been adopted by the Department.

*Paul H. Cypelley*  
Under Secretary

*Attachment*

Education 2



UNITED STATES DEPARTMENT OF AGRICULTURE  
OFFICE OF THE SECRETARY  
WASHINGTON

OTHER PLANT AND ORIGIN

April 15, 1941

No. 900

MEMORANDUM TO CHIEF OF BUREAU AND OTHERS

Vocational Training of Youth in the

Automotive Shops of the Department of Agriculture.  
The attached report covering the establishment of a cooperative agreement between this Department and the Office of Education, providing for the vocational training of youth in the automotive shops of the Department of Agriculture, is transmitted for your information.

In order to expedite the inauguration of such operations the form of agreement included herein has been adopted by the Department.

*[Signature]*  
Under Secretary



HNF:JHS:kal  
3-7-41  
Not in reply

April 15, 1941.

The Honorable

The Federal Security Administrator.

Attention: Commissioner of Education

Dear Mr. McNutt:

Pursuant to conferences held between representatives of this Department and the Office of Education, and in accordance with the decision of the Comptroller General of February 24, 1941, the Department of Agriculture is pleased to cooperate with State educational facilities operating programs pursuant to paragraph 4, under the Office of Education item in Public Law No. 812, 76th Congress, providing for the vocational training of youth in the shops of this Department for the repair of mechanized equipment.

In the furtherance of this cooperation, the Department has adopted the attached form of agreement to be entered into between the State using agencies and the appropriate field offices of the Department of Agriculture, covering the use of the Department's shop facilities. To initiate the cooperation, a using agency in a State which desires to avail itself of these shop facilities should communicate with appropriate field officers of this Department.

Sincerely yours,

Secretary's File Room

(Signed)

*Paul H. Hayslett*  
Under Secretary

Attachment



Not in reply  
3-7-41  
HHS:JHS:mal

April 12, 1941

The Honorable

The Federal Security Administrator,

Attention: Commissioner of Education

Dear Mr. McWitt:

Pursuant to conferences held between representatives of this Department and the Office of Education, and in accordance with the decision of the Comptroller General of February 24, 1941, the Department of Agriculture is pleased to cooperate with State educational facilities operating programs pursuant to paragraph 4, under the Office of Education item in Public Law No. 812, 76th Congress, providing for the vocational training of youth in the shops of this Department for the repair of mechanized equipment.

In the furtherance of this cooperation, the Department has adopted the attached form of agreement to be entered into between the State using agencies and the appropriate field offices of the Department of Agriculture, covering the use of the Department's shop facilities. To initiate the cooperation, a using agency in a State which desires to avail itself of these shop facilities should communicate with appropriate field officers of this Department.

Sincerely yours,

Secretary

Attachment



COOPERATIVE AGREEMENT

THIS AGREEMENT, made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 1941, by and between \_\_\_\_\_, an agency of the Department of Agriculture, hereinafter called the "Operating Agency," and \_\_\_\_\_, an agency of the State of \_\_\_\_\_, hereinafter called the "Using Agency,"

WITNESSETH:

WHEREAS, the Operating Agency has shops located at \_\_\_\_\_

\_\_\_\_\_ and in its regular program uses these shops for the repair of its mechanized equipment; and

WHEREAS, the Using Agency desires to train persons in the repair of mechanized equipment in carrying out the education and training of defense workers, pursuant to Public Law No. 812, 76th Congress, 3rd Session;

NOW, THEREFORE, the parties hereto do mutually agree as follows:

1. The Operating Agency will make available its shops for the repair of mechanized equipment for the training program as outlined herein.
2. The Using Agency will conduct the training of youth in the use of tools and the repair of equipment in the shops of the Operating Agency.
3. The training program of the Using Agency must fit into the normal operations of the Operating Agency without interfering with the proper accomplishment of the work for which the shops were established, i.e., quantity and quality of repair work accomplished must not be diminished. The Using Agency will conduct its activities only at such times, and in such ways, as are acceptable to the officer in charge of the shop. In the event that the Operating Agency is confronted with an extended emergency in the work program requiring the full capacity of the shop for accomplishment, the training program may be either suspended or terminated.



COOPERATIVE AGREEMENT

THIS AGREEMENT, made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 1941, by and between \_\_\_\_\_, an agency of the Department of Agriculture, hereinafter called the "Operating Agency," and \_\_\_\_\_, an agency of the State of \_\_\_\_\_, hereinafter called the "Using Agency,"

WITNESSETH:

WHEREAS, the Operating Agency has shops located at \_\_\_\_\_

and in its regular program uses these shops for the repair of its mechanized equipment; and

WHEREAS, the Using Agency desires to train persons in the repair of mechanized equipment in carrying out the education and training of farm workers, pursuant to Public Law No. 812, 76th Congress, 1st Session;

NOW, THEREFORE, the parties hereto do mutually agree as follows:

1. The Operating Agency will make available its shops for the repair of mechanized equipment for the training program as outlined herein.

2. The Using Agency will conduct the training of youth in the use of tools and the repair of equipment in the shops of the Operating Agency.

3. The training program of the Using Agency must fit into the normal operations of the Operating Agency without interfering with the proper accomplishment of the work for which the shops were established, i.e., quantity and quality of repair work done; planned must be maintained. The Using Agency will conduct its activities only at such times, and in such ways, as are acceptable to the officer in charge of the shop. In the event that the Operating Agency is confronted with an extended emergency in the work program requiring the full capacity of the shop for accomplishment, the training program may be either suspended or terminated.



4. The nature and extent of any activity included in the training program will be limited in the following respects, owing to conditions peculiar to the shop involved \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. Subject to the approval of the officer in charge of the shop, trainees may be assigned, under competent direction, to actual work being performed in the shop.

6. If a shop is used for instruction after the usual work hours, one of the men employed by the Using Agency as an instructor shall have responsible custodianship of the building and its equipment, supplies and property during such period of use and said person shall be an employee \*or former employee\* of the Operating Agency mutually agreeable to both agencies, or he shall be appointed a collaborator without compensation. He shall be responsible for seeing that all property is left substantially the same as when found.

7. The Operating Agency shall explore with the Using Agency the possibility of supplying the Using Agency with unserviceable equipment to be repaired or overhauled as a training project. Such equipment shall be supplied only in accordance with the fiscal and administrative regulations of the Operating Agency. Title to such property shall not be thereby transferred, except that this shall not operate to prevent the transfer of title to the Using Agency should such transfer be legally and administratively permitted and be mutually desired.

8. The Using Agency shall pay all expenses incident to the training program, such as extra light, heat, and supplies, and shall also pay for damage to, breakage of, and undue depreciation of equipment during use by such agency, as determined and billed by the Operating Agency.

9. The Operating Agency shall deposit payments for the items mentioned above in a trust fund to be established by the Operating Agency, under established procedures, and may accept for such deposit payments in advance. The Operating Agency may make disbursements from this account for any operating expense of the shops involved, in such a way as to cover the costs of this cooperation.



4. The nature and extent of any activity included in the training program will be limited in the following respects, owing to conditions peculiar to the shop involved:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

5. Subject to the approval of the officer in charge of the shop, training may be assigned, under competent direction, to actual work being performed in the shop.

6. If a shop is used for instruction after the usual work hours, one of the men employed by the Using Agency as an instructor shall have responsible custody of the building and its equipment, supplies and property during such period of use and said person shall be an employee for "other employees" of the Operating Agency, subject to the provisions of the Operating Agency. He shall be responsible for seeing that all property is left substantially the same as when found.

7. The Operating Agency shall cooperate with the Using Agency in the possibility of acquiring the Using Agency with supervision and equipment to be repaired or overhauled as a training project. Such equipment shall be supplied only in accordance with the fiscal and administrative regulations of the Operating Agency. Title to such property shall not be thereby transferred, except that this shall not operate to prevent the transfer of title to the Using Agency should such transfer be legally and administratively permitted and be mutually desired.

8. The Using Agency shall pay all expenses incident to the training program, such as extra light, heat, and supplies, and shall also pay for damage to, breakage of, and undue possession of equipment during use by such agency, as determined and billed by the Operating Agency.

9. The Operating Agency shall deposit payments for the items mentioned above in a trust fund to be established by the Operating Agency, under established procedures, and may request for such deposit payments in advance. The Operating Agency may make disbursements from this account for any operating expense of the shop involved, in such a way as to cover the costs of this cooperation.



10. The Operating Agency may base its charges to the Using Agency for utilities upon statistics furnished by proper authorities, including utility companies.

11. No. member of or Delegate to Congress, or Resident Commissioner, shall be admitted to any share or part of this Agreement, or to any benefit to be derived therefrom.

IN WITNESS WHEREOF, the cooperating parties have executed this Agreement as of the date first above written.

\_\_\_\_\_  
Operating Agency

By \_\_\_\_\_

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
Using Agency

By \_\_\_\_\_

\_\_\_\_\_  
(Title)



10. The Operating Agency may have its charges to the United States Agency for activities upon statistics furnished by proper authorities, including utility companies.

11. No member of or Delegate to Congress, or Resident Commissioner, shall be admitted to any share or part of this Agreement, or to any benefit to be derived therefrom.

IN WITNESS WHEREOF, the cooperating parties have executed this Agreement as of the date first above written.

\_\_\_\_\_  
Operating Agency

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
Using Agency

\_\_\_\_\_  
(Title)





DEPARTMENT OF AGRICULTURE

WASHINGTON



Please return to  
the Secretary's File Room

April 28, 1941.

MEMORANDUM No. 900

~~MEMORANDUM FOR BUREAU CHIEFS AND HEADS OF OFFICES~~

Appointment of Mr. J. E. Wells as  
Special Assistant to the Secretary

This is to announce that Mr. J. E. Wells, Deputy Co-operative Bank Commissioner and Vice President and General Manager of the Central Bank for Cooperatives, Farm Credit Administration, has been designated temporarily as special assistant to me, to act as coordinator of special departmental efforts toward the efficient utilization of available grain storage space in connection with the Department's part in the national defense program. Officials of the Department having to do with the moving and storage of grain are requested to extend Mr. Wells all possible cooperation.

*Claude R. Wickard*  
Secretary.

Personal



DEPARTMENT OF AGRICULTURE

WASHINGTON



MEMORANDUM NO. 900

APPOINTMENT OF J. J. WELLS AS

SPECIAL ASSISTANT TO THE SECRETARY

This is to announce that Mr. J. J. Wells, Deputy Co-  
operative Bank Commissioner and Vice President and General  
Manager of the Central Bank for Cooperatives, Farm Credit  
Administration, has been designated temporarily as special  
assistant to me, to act as coordinator of special depart-  
mental efforts toward the efficient utilization of available  
grain storage space in connection with the Department's  
part in the national defense program. Officials of the  
Department having to do with the moving and storage of grain  
are requested to extend Mr. Wells all possible cooperation.

Secretary



*File*

UNITED STATES DEPARTMENT OF AGRICULTURE  
OFFICE OF THE SECRETARY  
WASHINGTON, D. C.

*01 dec 1941  
583  
4/30/41*

April 30, 1941.

MEMORANDUM NO. 901

**FILED**

Administration of the Defense Housing Program in  
the United States Department of Agriculture  
Under Public Numbered 9, Seventy-seventh Congress

Please return to  
Secretary's File Room

1. The Farm Security Administration is authorized and directed to administer the program undertaken by this Department pursuant to the allocation of funds made by the President under the Urgent Deficiency Appropriation Act, 1941, approved March 1, 1941 (Public, No. 9, 77th Congress) under the heading "Emergency Funds for the President," for the provision of temporary shelter in localities where by reason of national defense activities a shortage of housing exists, as determined by the President, and where it is not practicable under existing law or through private enterprise to meet the immediate need for emergency housing.

2. The Administrator of the Farm Security Administration, and, in his absence, the Acting Administrator, are hereby authorized to exercise and perform, in connection with the defense housing program undertaken by this Department, supra, the powers and functions which they are authorized to exercise and perform in connection with the resettlement program of the Farm Security Administration, so far as consistent with such defense housing program: Provided, however, That in the procurement of materials, supplies, articles, equipment, and machinery for use in connection with such defense housing program the central procurement facilities of this Department shall be utilized, as provided in the Regulations of this Department and Farm Security Administration instructions as of this date.

*Claude R. Wickard*  
Secretary

Organization / (FSA)



UNITED STATES DEPARTMENT OF AGRICULTURE  
OFFICE OF THE SECRETARY  
WASHINGTON, D. C.

April 30, 1941

MEMORANDUM NO. 307

FILED

Administration of the Defense Housing Program in  
the United States Department of Agriculture  
Under Public Law No. 2, Seventy-first Congress

1. The Farm Security Administration is authorized and directed to administer the program authorized by this Department pursuant to the allocation of funds made by the President under the Defense Housing Appropriation Act, 1941, approved March 3, 1941 (Public Law No. 2, 75th Congress) under the heading "Emergency Funds for the President" for the provision of temporary shelter in localities where by reason of national defense activities a shortage of housing exists, as determined by the President, and where it is not practicable under existing law or through private enterprise to meet the immediate need for emergency housing.

2. The Administrator of the Farm Security Administration, and, in his absence, the Acting Administrator, are hereby authorized to execute and perform, in connection with the defense housing program authorized by this Department, namely, the powers and functions which they are authorized to exercise and perform in connection with the resettlement program of the Farm Security Administration, so far as consistent with such defense housing program: provided, however, that in the procurement of materials, supplies, articles, equipment, and machinery for use in connection with such defense housing program the central procurement facilities of this Department shall be utilized, as provided in the Regulations of this Department and Farm Security Administration in accordance as of this date.

Charles F. Woodard  
Secretary

(1524)



FILED



Please return to  
the Secretary's File Room

UNITED STATES DEPARTMENT OF AGRICULTURE  
OFFICE OF THE SECRETARY  
WASHINGTON, D. C.

August 25, 1941.

MEMORANDUM NO. 901, SUPPLEMENT 1

ADMINISTRATION OF THE "STOPGAP" DEFENSE HOUSING PROGRAM  
IN THE UNITED STATES DEPARTMENT OF AGRICULTURE

Memorandum No. 901, dated April 30, 1941 (6 C. F. R. 300.6; 6 Fed. Reg. 2225), is hereby amended as follows:

1. The phrase, "or under other law," is inserted immediately after "Emergency Funds for the President," in the first paragraph (subsection (a), 6 C. F. R. 300.6).
2. The following new paragraph (which shall be subsection (c), 6 C. F. R. 300.6) is added:

"3. The Administrator of the Farm Security Administration (or, in his absence, the Acting Administrator) is authorized to correspond directly with the Coordinator of Defense Housing in connection with this program: Provided, however, That, when such correspondence deals with the allocation of or accounting for funds, it shall be signed, or approved in advance, by the Director of Finance, or his authorized representative, and copies of such correspondence shall be furnished to the Office of Budget and Finance."

*Charles R. Wickard*  
Secretary.

*Duplicate Original*

*Ordered not to be filed*



FILED  
★  
Please refer to  
the Secretary's File No.

UNITED STATES DEPARTMENT OF AGRICULTURE  
OFFICE OF THE SECRETARY  
WASHINGTON, D. C.

August 25, 1941

MEMORANDUM NO. 901, SUPPLEMENT 1

ADMINISTRATION OF THE "STOPgap" DEFENSE HOUSING PROGRAM  
IN THE UNITED STATES DEPARTMENT OF AGRICULTURE

Memorandum No. 901, dated April 30, 1941 (S. O. R. R.)

300.6; 6 Fed. Reg. 2325, is hereby amended as follows:

1. The phrase, "or under other law," is inserted immediately after "Emergency funds for the President," in the first paragraph (subsection (a)), S. O. R. R. 300.6.
2. The following new paragraph (which shall be subsection (c)), S. O. R. R. 300.6, is added:  
"3. The Administrator of the Farm Sec-

urity Administration (or, in his absence, the Acting Administrator) is authorized to correspond directly with the Coordinator of Defense Housing in connection with this program: Provided, however, That, when such correspondence deals with the allocation of or accounting for funds, it shall be signed, or approved in advance, by the Director of Finance, or his authorized representative, and copies of such correspondence shall be furnished to the Office of

Budget and Finance."

Charles R. [Signature]  
Secretary.

*[Handwritten signature]*  
*[Handwritten signature]*





DEPARTMENT OF AGRICULTURE

WASHINGTON

FILED

★  
Please return to  
the Secretary's File Room

May 2, 1941.

MEMORANDUM NO. 902

Committee on Agricultural Policies for the West

At the request of Department officials in several of the Western States, I am setting up a Washington and three field temporary committees to formulate unifying policies and objectives for all Department of Agriculture activities in the West and to recommend program changes necessary to the achievement of those objectives. Several agencies of the Department are very active in Western programs which require emphasis on aspects of resource-use and management not so prominent in other parts of the country. It is essential, for example, that the significance of range and water in Western economy be duly recognized. It is even more essential that the development and conservation of all resources for human betterment receive integral treatment. Accomplishment of the desired results can be facilitated by establishing a framework within which all agencies will pursue certain common policies for the Western States generally, with appropriate adaptations to homogeneous areas.

The Washington committee will integrate the work of the field committees and will keep national needs constantly in the picture. Its membership is as follows:

H. R. Tolley, Chairman, Chief, BAE  
M. S. Eisenhower, Land Use Coordinator  
N. E. Dodd, Director, Western Division, AAA  
D. S. Myer, Assistant Chief, SCS  
C. E. Rachford, Assistant Chief, FS  
Geo. M. Brennan, Intermediate Credit Commissioner, FCA  
R. W. Hudgens, Assistant Administrator, FSA  
(E. G. Arnold, FSA, will act as alternate for Mr. Hudgens)  
Roy I. Kimmel, Office of the Chief, BAE, Secretary

The Soil Conservation Service is making available to the Department for the period of 90 days the services of Mr. Hugh G. Calkins, Regional Conservator at Albuquerque. Mr. Calkins and an inter-agency group to be announced later will consider the general problems of the



\* 152 03



DEPARTMENT OF AGRICULTURE

WASHINGTON

- 2 -

southwestern inter-mountain region and will recommend unifying policies and objectives for that area. Mr. Elmer A. Starch will head a similar group for the Northern Plains and Mr. Edwin R. Henson will do the same for the Southern Plains.

These field reports will be integrated and presented to the Agricultural Program Board at the earliest possible date. I hope that we shall be able to observe a September 15 deadline.

All agencies of the Department are requested to give every assistance to the special committees including the assignment of personnel to the task if this is found necessary.

*Claude R. Wickard*

Secretary.

*Carl Hamilton*  
Assistant to the Secretary

COMMITTEES

Committee on Agricultural Policies for the West, Change in Membership of  
Agricultural Policies for the West, Committee on, Change in Membership of



southwestern inter-mountain region and will recommend unifying policies and objectives for that area. Mr. Elmer A. Storch will head a similar group for the Northern Plains and Mr. Edwin K. Hanson will do the same for the Southern Plains.

These field reports will be integrated and presented to the Agricultural Program Board at the earliest possible date. I hope that we shall be able to observe a September 15 deadline.

All agencies of the Department are requested to give every assistance to the special committees including the assignment of personnel to the task if this is found necessary.

Charles R. Whitford  
Secretary.





DEPARTMENT OF AGRICULTURE  
WASHINGTON

May 12, 1942

MEMORANDUM NO. 902, SUPPLEMENT NO. 1

Reg. 2712  
5-13-42

Change in Membership of Department of Agriculture  
Committee on Agricultural Policies for the West

The Secretary has asked me to announce that L. F. Kneipp, Assistant Chief, Forest Service, has been designated to succeed C. E. Rachford, who has retired, as a member of the Committee on Agricultural Policies for the West.

*Carl Hamilton*  
Assistant to the Secretary

COMMITTEES

Committee on Agricultural Policies for the West, Change in Membership of  
Agricultural Policies for the West, Committee on, Change in Membership of

L.



DEPARTMENT OF AGRICULTURE  
WASHINGTON



May 1, 1934

MEMORANDUM NO. 902, SUPPLEMENT NO. 1

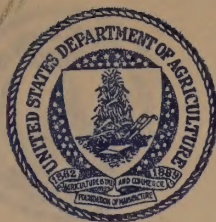
Change in Membership of Department of Agriculture  
Committee on Agricultural Policies for the West

The Secretary has asked me to announce that J. E. Knapp,  
Assistant Chief, Forest Service, has been designated to  
succeed G. E. Hachford, who has retired, as a member of  
the Committee on Agricultural Policies for the West.

Assistant to the Secretary

COMMITTEES  
To assist on Agricultural Policies for the West, Change in  
Membership of  
Agricultural Policies for the West, Committee on, Change in  
Membership of





DEPARTMENT OF AGRICULTURE  
WASHINGTON

FILED

★  
Please return to  
the Secretary's File Room

May 10, 1941.

*Order 1592  
5/10/41*

MEMORANDUM NO. 903

Apple Industry & Committee to Study Problems Peculiar To

To give prompt and effective consideration to representations recently made to me by Members of Congress and other persons from apple-producing regions, I am appointing a special committee to study problems peculiar to the apple industry and to submit recommendations for their solution. All factors pertaining to present conditions in the industry may be subject to analysis by this group, but special attention will be directed toward marketing and the place of apples in the National nutritional program, which are of particular current importance.

Dr. M. L. Wilson, Director of Extension Service, will serve as Chairman of the Committee composed of the following additional members:

Louise Stanley, BHE  
George Reynolds, SMA  
Porter Taylor, SMA  
W. C. Ockey, Extension  
J. R. Magness, BPI  
Neal W. Johnson, BAE  
C. W. Warburton, FCA  
E. C. Johnson, FCA  
W. G. Meal, AMS  
A. W. Manchester, AAA  
Harold Schwartz, AAA  
Charlotte Chatfield, BHE  
Sybil Smith, Office of Experiment  
Stations

*Claude R. Wickard*

Secretary

Committees

5



DEPARTMENT OF AGRICULTURE

WASHINGTON

FILED

May 10, 1941



MEMORANDUM NO. 303

Apple Industry - Committee to Study Problems Relating To

To give prompt and effective consideration to recommendations recently made to me by Members of Congress and other persons from apple-producing regions, I am appointing a special committee to study problems relating to the apple industry and to submit recommendations for their solution. All factors pertaining to present conditions in the industry may be subject to analysis by this group, but special attention will be directed toward marketing and the place of apples in the national nutritional program, which are of particular current importance.

Dr. M. L. Wilson, Director of Extension Service, will serve as Chairman of the Committee composed of the following additional members:

- Louise Stanley, HIR
- George Reynolds, SIA
- Forster Taylor, SIA
- W. O. Okey, Extension
- J. B. McGee, ERI
- Neal W. Johnson, HIR
- O. W. Wadsworth, TCA
- H. C. Johnson, TCA
- W. G. Noel, AIA
- A. W. Wadsworth, HIR
- Harold Schwartz, AIA
- Charlotte Chaffield, HIR
- Lyall Smith, Office of Experiment Stations

Secretary

*Charles R. Wickard*





DEPARTMENT OF AGRICULTURE  
WASHINGTON

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★  
Please return to  
the Secretary's File Room

May 22, 1941

MEMORANDUM NO. 903 (Supplement No. 1)

Committee to Study Problems Peculiar to Apple Industry

I am now adding Rensis Likert of the Bureau of Agricultural Economics, and F. A. Motz of the Office of Foreign Agricultural Relations to the membership of the Apple Committee, which was established by Memorandum No. 903.

*Claude R. Wickard*  
Secretary.



DEPARTMENT OF AGRICULTURE  
WASHINGTON



FILED

MAY 22, 1941

RECEIVED  
MAY 22, 1941  
U.S. DEPARTMENT OF AGRICULTURE

MEMORANDUM NO. 903 (Supplement No. 1)

Committee to Study Problems Relating to Rural Industry

I am now adding Ramsis Likert of the Bureau of Agri-

cultural Economics, and R. A. Mota of the Office of Foreign  
Agricultural Relations to the membership of the Apple Committee,  
which was established by Memorandum No. 903.

Secretary.



UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON



Please return to the  
Secretary's File Room

September 14, 1942

*Reg. No. 1055 (Sec)  
9-14-42*

MEMORANDUM NO. 903, SUPPLEMENT 2

Committee to Study Problems Peculiar to Apple Industry

Since this Committee was appointed in May of last year, several members have changed positions and the Department has been re-organized. I am, therefore, reconstituting the Committee as follows:

Dr. M. L. Wilson, Chairman, Extension Service  
P. J. Findlen, Extension Service  
C. W. Warburton, Farm Credit Administration  
A. W. McKay, Farm Credit Administration  
Carl Wooster, Agricultural Conservation and Adjustment  
Administration  
L. B. Taylor, Agricultural Conservation and Adjustment  
Administration  
Louise Stanley, Agricultural Research Administration  
J. R. Magness, Agricultural Research Administration  
Hazel Stiebeling, Agricultural Research Administration  
Fred A. Motz, Office of Foreign Agricultural Relations  
W. G. Meal, Agricultural Marketing Administration  
Neal W. Johnson, Bureau of Agricultural Economics

Assistant Secretary

COMMITTEES

Apple Industry, Committee to Study Problems Peculiar to  
Committee to Study Problems Peculiar to Apple Industry

*TMV*

*Charles R. Wickard*

COMMITTEES 3



UNITED STATES DEPARTMENT OF AGRICULTURE  
OFFICE OF THE SECRETARY  
WASHINGTON

MEMORANDUM FOR THE SECRETARY

Committee to Study Problems Relating to Apple Industry

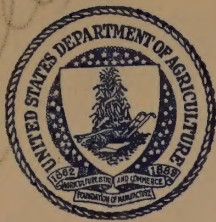
Since this Committee was appointed in May of last year, several members have changed positions and the Department has seen re-organized. I am, therefore, recommending the Committee as follows:

Dr. E. L. Wilson, Chairman, Extension Service  
J. J. Blodgett, Extension Service  
C. W. Harrison, Farm Credit Administration  
A. E. Kelley, Farm Credit Administration  
Carl Wooster, Agricultural Conservation and Adjustment Administration  
J. E. Taylor, Agricultural Conservation and Adjustment Administration  
Louis E. Bailey, Agricultural Research Administration  
J. E. Jones, Agricultural Research Administration  
Eugene C. Schell, Agricultural Research Administration  
Fred A. Lee, Office of Foreign Agricultural Relations  
W. C. Neal, Agricultural Marketing Administration  
Paul H. Johnson, Bureau of Agricultural Economics

Very truly yours,  
Secretary

COMMITTEES  
Committee to Study Problems Relating to Apple Industry  
Committee to Study Problems Relating to Apple Industry





DEPARTMENT OF AGRICULTURE  
WASHINGTON

FILED

★  
Please return to  
the Secretary's File Room

May 12, 1941.

MEMORANDUM NO. 904

Transfer of Land

1. The land described in the schedule attached hereto and marked Exhibit "A" is herewith transferred from the Greenbelt Project of the Farm Security Administration of this Department to the Chief, Office of Plant and Operations, for the Beltsville Research Center, U. S. Department of Agriculture. The Administrator of the Farm Security Administration shall deliver to the Chief, Office of Plant and Operations, all title documents and evidences of ownership with respect to such land. The Chief, Office of Plant and Operations, shall hereafter have jurisdiction and control over such land for use in connection with, and for the purposes of, the Beltsville Research Center. The land so transferred may be retransferred to the Farm Security Administration of this Department, or such agency, public or private, as may have control over the Greenbelt Project in the event that such land shall prove necessary or desirable for the further development of the Greenbelt Project; provided, however, that if a non-Federal agency shall have control over the Greenbelt Project, such retransfer shall be subject to such terms as may be required by law and as the Secretary may prescribe.

2. All previous memoranda are superseded to the extent that they conflict with the provision of this memorandum.

*Claude R. Wickard*

Attachments

Secretary of Agriculture

Land 13



DEPARTMENT OF AGRICULTURE  
WASHINGTON



FILED

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APR 12 1941

U. S. DEPARTMENT OF AGRICULTURE  
WASHINGTON, D. C.

MEMORANDUM NO. 944

Transfer of Land

1. The land described in the schedule attached hereto and marked Exhibit "A" is herewith transferred from the Greenbelt Project of the Farm Security Administration of this Department to the Chief, Office of Plant and Operations, for the Beltsville Research Center, U. S. Department of Agriculture. The Administrator of the Farm Security Administration shall deliver to the Chief, Office of Plant and Operations, all title documents and evidence of ownership with respect to such land. The Chief, Office of Plant and Operations, shall hereafter have jurisdiction and control over such land for use in connection with, and for the purposes of, the Beltsville Research Center. The land so transferred may be retransferred to the Farm Security Administration of this Department, or such agency, public or private, as may have control over the Greenbelt Project in the event that such land shall prove necessary or desirable for the further development of the Greenbelt Project; provided, however, that if a non-Federal agency shall have control over the Greenbelt Project, such retransfer shall be subject to such terms as may be required by law and as the Secretary may prescribe.

2. All previous memoranda are superseded to the extent that they conflict with the provision of this memorandum.

Charles R. Wickard

Attachments

Secretary of Agriculture





DEPARTMENT OF AGRICULTURE  
WASHINGTON

FILED

May 17, 1941.

EXHIBIT "A"

| <u>Tract No.</u> | <u>Vendor</u>           | <u>Acres</u>         |
|------------------|-------------------------|----------------------|
| 192              | W. P. Magruder          | 17.09                |
| 192A             | W. P. Magruder          | 28.46                |
| 193              | C. A. Reese             | 156.2                |
| 195              | Russel B. Markel        | 10.41                |
| 109              | John L. Maffet          | 95.06                |
| 225              | W. P. Magruder          | 120.35 <sup>/1</sup> |
| 245              | Walter E. Becker        | 28.97                |
| 290              | Allison N. Miller       | 170.6                |
| 312              | Wm. Stanley, Trustee    | 29.2                 |
| 291              | Wm. Stanley, Trustee    | 28.46                |
| 292, 292A        | Wm. R. Russell          | 113.93               |
| 151 B            | Basil M. Snowden Estate | 20.12                |
| Total            |                         | <u>818.85</u>        |

/1 Subject to the Mackey Radio Company lease

b. To facilitate the coordination of defense operations carried on by the various bureaus and agencies of the Department of Agriculture;

c. To assist the Secretary in the maintenance of effective channels of communication between the Department of Agriculture and the several agencies of the Office for Emergency Management, the Departments of War and Navy, and other defense agencies, with respect to problems of procurement, production, priorities, price, and other activities involving agricultural considerations;

d. To assist in the planning of adjustments in the agricultural program in order to meet defense needs.

The bureaus and offices of the Department are requested to keep the Office of Agricultural Defense Relations informed concerning major policies and activities in their fields relating to defense.

Continuation 11/2/41



# EXHIBIT "A"

| Tract No. | Vendor                  | Acres  |
|-----------|-------------------------|--------|
| 102       | W. F. Magruder          | 17.03  |
| 102A      | W. F. Magruder          | 28.48  |
| 103       | C. A. Reese             | 158.8  |
| 105       | Russel B. Marshall      | 10.41  |
| 109       | John L. Mallet          | 95.06  |
| 225       | W. F. Magruder          | 120.35 |
| 245       | Walter E. Becker        | 28.97  |
| 290       | Allison N. Miller       | 170.8  |
| 212       | Wm. Stanley, Trustee    | 29.2   |
| 201       | Wm. Stanley, Trustee    | 28.46  |
| 292, 292A | Wm. R. Russell          | 113.93 |
| 151 B     | Basil M. Snowden Estate | 20.12  |
|           | Total                   | 818.35 |

Subject to the Mackey Radio Company Lease





DEPARTMENT OF AGRICULTURE  
WASHINGTON

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Please return to  
the Secretary's File Room

May 17, 1941.

MEMORANDUM NO. 905

ESTABLISHMENT OF OFFICE OF AGRICULTURAL DEFENSE RELATIONS

Pursuant to the authority vested in the Secretary of Agriculture by direction of the President, there is hereby established in the Office of the Secretary an "Office of Agricultural Defense Relations" at the head of which shall be a Director appointed by the Secretary of Agriculture.

The Office of Agricultural Defense Relations is authorized to perform the duties set forth in the President's letter which include the following items and such additional duties as may from time to time be assigned by the Secretary.

- a. To serve as a clearing house to bring into common focus the consideration of agricultural needs and problems as they relate to the defense program;
- b. To facilitate the coordination of defense operations carried on by the various bureaus and agencies of the Department of Agriculture;
- c. To assist the Secretary in the maintenance of effective channels of communication between the Department of Agriculture and the several agencies of the Office for Emergency Management, the Departments of War and Navy, and other defense agencies, with respect to problems of procurement, production, priorities, price, and other activities involving agricultural considerations;
- d. To assist in the planning of adjustments in the agricultural program in order to meet defense needs.

The bureaus and offices of the Department are requested to keep the Office of Agricultural Defense Relations informed concerning major policies and activities in their fields relating to defense.



DEPARTMENT OF AGRICULTURE

WASHINGTON

FILED

May 17, 1941

U.S. GOVERNMENT PRINTING OFFICE



MEMORANDUM NO. 11

ESTABLISHMENT OF OFFICE OF AGRICULTURAL DEFENSE RELATIONS

Pursuant to the authority vested in the Secretary of Agriculture by direction of the President, there is hereby established in the Office of the Secretary an "Office of Agricultural Defense Relations" at the head of which shall be a Director appointed by the Secretary of Agriculture.

The Office of Agricultural Defense Relations is authorized to perform the duties set forth in the President's letter which include the following items and such additional duties as may from time to time be assigned by the Secretary.

a. To serve as a clearing house to bring into common focus the consideration of agricultural needs and problems as they relate to the defense program;

b. To facilitate the coordination of defense operations carried on by the various bureaus and agencies of the Department of Agriculture;

c. To assist the Secretary in the maintenance of effective channels of communication between the Department of Agriculture and the several agencies of the Office for Emergency Management, the Department of War and Navy, and other defense agencies, with respect to problems of procurement, production, distribution, utilization, and other activities involving agricultural commodities;

d. To assist in the planning of adjustments in the agricultural program in order to meet defense needs.

The Bureau and Office of the Department are requested to keep the Office of Agricultural Defense Relations informed concerning major policies and activities in their fields relating to defense.



The President addressed a letter, dated May 3, 1941, to the Secretary of Agriculture, the text of which is as follows:

- 2 -

Until further notice all employees of the Agricultural Division of the National Defense Advisory Commission are authorized to continue their present work and to act for the Office of Agricultural Defense Relations under the supervision and control of the Director.

John B. Hutson is designated Director of the Office of Agricultural Defense Relations.

*Claude R. Wickard*

Secretary.

**Attachment**

Accordingly, I am placing in the Department of Agriculture, effective May 3, 1941, those functions which were previously assigned to the Division of Agriculture of the National Defense Advisory Commission. To provide for the conduct of these functions, it is my desire that you establish within your immediate office an 'Office for Agricultural Defense Relations'. This Office, directed by a responsible official and consisting of a small group of policy and liaison persons, should not only continue those activities previously performed by the Division of Agriculture but should also assist you in carrying out the defense activities now located in the Department.

In requesting the creation of this Office, I am taking the position that, broadly conceived, the most vital operating functions of agriculture in the defense program are, first, the guarantee of an adequate supply of food for the needs of this Nation and supplemental needs of those nations whose defense is essential to the defense of this country; and second, the provision of sufficient agricultural raw materials for expanded defense production. In the accomplishment of these major purposes, it will be necessary to assure that the agricultural balance is not destroyed and that the consequent ability of the agricultural population to fulfill its contribution to the defense effort is not impaired.

With this concept of the role of agriculture in defense, I suggest that the Office for Agricultural Defense Relations perform the following duties under your supervision:

1. Serve as a clearing house to bring into common focus the consideration of agricultural needs and problems as they relate to the defense program;
2. Facilitate the coordination of defense operations carried on by the various bureaus and agencies of the Department of Agriculture;



Until further notice all employees of the Agricultural  
Division of the National Defense Advisory Commission are authorized  
to continue their present work and to act for the Office of Agri-  
cultural Defense Relations under the supervision and control of the  
Director.

John B. Watson is designated Director of the Office of Agri-  
cultural Defense Relations.

Charles A. Wickard

Secretary.

Attachment



The President addressed a letter, dated May 5, 1941, to the Secretary of Agriculture, the text of which is as follows:

"My dear Mr. Secretary:

"As emergency defense activities continue to develop and expand, I am deeply concerned that adequate provision be made for the correlation of agricultural operations with other elements of the national defense program. Up to the present time, the principal responsibility for bringing agricultural activities into proper focus in relation to defense has been vested in the Division of Agriculture of the National Defense Advisory Commission. With the aim of further strengthening the emergency organization for defense, I believe it now desirable to place these special defense activities directly in the Department of Agriculture where they will be brought closer to the established agricultural programs of the Government.

"Accordingly, I am placing in the Department of Agriculture, effective May 5, 1941, those functions which were previously assigned to the Division of Agriculture of the National Defense Advisory Commission. To provide for the conduct of these functions, it is my desire that you establish within your immediate office an 'Office for Agricultural Defense Relations'. This Office, directed by a responsible official and consisting of a small group of policy and liaison persons, should not only continue those activities previously performed by the Division of Agriculture but should also assist you in carrying out the defense activities now located in the Department.

"In requesting the creation of this Office, I am taking the position that, broadly conceived, the most vital operating functions of agriculture in the defense program are, first, the guarantee of an adequate supply of food for the needs of this Nation and supplemental needs of those nations whose defense is essential to the defense of this country; and second, the provision of sufficient agricultural raw materials for expanded defense production. In the accomplishment of these major purposes, it will be necessary to assure that the agricultural balance is not destroyed and that the consequent ability of the agricultural population to fulfill its contribution to the defense effort is not impaired.

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"With this concept of the role of agriculture in defense, I suggest that the Office for Agricultural Defense Relations perform the following duties under your supervision:

1. Serve as a clearing house to bring into common focus the consideration of agricultural needs and problems as they relate to the defense program;
2. Facilitate the coordination of defense operations carried on by the various bureaus and agencies of the Department of Agriculture;



3. Assist the Secretary in the maintenance of effective channels of communication between the Department of Agriculture and the several agencies of the Office for Emergency Management, the Departments of War and Navy, and other defense agencies, with respect to problems of procurement, production, priorities, price, and other activities involving agricultural considerations;
4. Assist in the planning of adjustments in the agricultural program in order to meet defense needs.

Even though located within the Department of Agriculture and responsible directly to you, this special Office should be considered an integral part of the emergency defense organization. In this role, the Office will be in a strategic position to work and cooperate with the several units of the Office for Emergency Management, the War and Navy Departments, and other defense agencies.

"Very sincerely yours,

FRANKLIN D. ROOSEVELT"

*Claude R. Wickard*  
Secretary



3. Assist the Secretary in the maintenance of effective channels of communication between the Department of Agriculture and the several agencies of the Office for Emergency Management, the Departments of War and Navy, and other defense agencies, with respect to problems of procurement, production, priorities, price, and other activities involving agricultural considerations;

4. Assist in the planning of adjustments in the agricultural program in order to meet defense needs.

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Very sincerely yours,

FRANKLIN D. ROOSEVELT



UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON



Please return to  
the Secretary's File Room

June 4, 1941.

MEMORANDUM NO. 905 Supplement No. 1

~~Subject:~~ Personnel changes

Effective June 10 Mr. John B. Hutson is designated President of the Commodity Credit Corporation succeeding Mr. Carl B. Robbins, resigned. Mr. Hutson, formerly Assistant Administrator of the Agricultural Adjustment Administration, was designated in my Memorandum No. 905, dated May 17, 1941, as Director of the Office of Agricultural Defense Relations.

Effective June 3 Mr. M. Clifford Townsend, former Governor and former Commissioner of Agriculture of the State of Indiana, and more recently associated with Mr. Sidney Hillman, Associate Director General, Office of Production Management, is designated as Director of the Office of Agricultural Defense Relations, succeeding Mr. Hutson.

Effective June 3 Mr. David Meeker of the Bureau of Agricultural Economics who has been on detail as Assistant to the Secretary, is designated Assistant Director of the Office of Agricultural Defense Relations.

*Claude R. Wickard*

Secretary

*Claude R. Wickard*

Organization (APR)



UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY  
WASHINGTON

Printed on Recycled Paper  
Manufactured by the Government of the United States

June 1, 1941

MEMORANDUM NO. 907 Supplement No. 1

Personnel changes

Effective June 10 Mr. John H. Watson is designated President of the Commodity Credit Corporation succeeding Mr. Carl B. Robbins, resigned. Mr. Watson, formerly Assistant Administrator of the Agricultural Adjustment Administration, was designated in my Memorandum No. 905, dated May 14, 1941, as Director of the Office of Agricultural Defense Relations.

Effective June 3 Mr. W. Clifford Townsend, former Governor and former Commissioner of Agriculture of the State of Indiana, and more recently associated with Mr. Sidney Hillman, Associate Director General, Office of Production Management, is designated as Director of the Office of Agricultural Defense Relations, succeeding Mr. Watson.

Effective June 3 Mr. David Meehan of the Bureau of Agricultural Economics who has been on detail as Assistant to the Secretary, is designated Assistant Director of the Office of Agricultural Defense Relations.

Secretary

Charles A. Wickard

Organization



UNITED STATES DEPARTMENT OF AGRICULTURE  
OFFICE OF THE SECRETARY  
WASHINGTON

June 13, 1941.

MEMORANDUM NO. 905, Supplement No. 2

Transfer of coordination of utilization of storage  
space function in connection with national defense  
program to Office of Agricultural Defense Relations

In Memorandum No. 900, issued April 28, 1941, I announced the appointment of Mr. J. E. Wells, Deputy Cooperative Bank Commissioner and Vice President and General Manager of the Central Bank for Cooperatives, Farm Credit Administration, to serve as a special assistant to me, to act as coordinator of special departmental efforts toward the efficient utilization of available grain storage space in connection with the Department's part in the national defense program.

I have arranged with Governor Black of the Farm Credit Administration for continuing Mr. Wells on this assignment until further notice, but with the assignment to be broadened to include the moving and storage of other farm commodities as well as grain and with the provision for Mr. Wells to report to the Director of the Office of Agricultural Defense Relations, established in Memorandum No. 905, issued May 17, 1941.

I am asking Mr. Townsend, recently designated Director of the Office of Agricultural Defense Relations, with the assistance of Mr. Wells, to give the closest possible attention to marketing problems in general and to the transportation and storage problems in particular as they affect agricultural commodities. I know that Mr. Townsend and Mr. Wells can count on every cooperation from officials and agencies of the Department in taking action looking towards solutions of this problem.

Mr. Townsend and Mr. Wells will assist in coordinating all those activities designed to provide for agriculture sufficient marketing and transportation to guarantee delivery and warehousing of its commodities and imports essential to defense. They will work closely with the transportation experts in the Farm Credit Administration, Commodity Credit Corporation, Bureau of Agricultural Economics and Surplus Marketing Administration in making technical investigations and developing recommendations for Departmental policy. They will assist the Department in its relations with the Interstate Commerce Commission, the Maritime Commission, the Transportation Division of the National Defense Advisory Commission and such other agencies as may from time to time be concerned with marketing, storage and transportation essential to national defense.

Claude R. Wickard  
Secretary

Organization 1(a)(R)

Received  
1638  
6/16/41  
Federal Crop Insurance Corporation,  
Seaside, Federal Crop Insurance Corporation,  
Agricultural Marketing



UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON

June 13, 1941

Memorandum No. 905, Supplement No. 2

Transfer of coordination of utilization of storage space function in connection with national defense program to Office of Agricultural Defense Relations

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Secretary



UNITED STATES DEPARTMENT OF AGRICULTURE  
OFFICE OF THE SECRETARY  
WASHINGTON, D. C.

August 16, 1941.

Memorandum No. 905, Supplement No. 3

Agricultural Defense Relations

With the entire Department devoting more and more attention to the nation's all-out defense program, it is more important than ever that we take any steps necessary to assure ourselves that the defense activities of the Department are internally and externally consistent and make the greatest possible contribution to the defense efforts of the nation. As a first step in this direction, I recently established, at the request of the President, an Office of Agricultural Defense Relations directly attached to my immediate office.

The responsibilities of the Office of Agricultural Defense Relations are to:

Serve as a clearing house to bring into common focus the consideration of agricultural needs and problems as they relate to the defense program;

Facilitate the coordination of defense operations carried on by the various bureaus and agencies of the Department of Agriculture;

Assist the Secretary in the maintenance of effective channels of communication between the Department of Agriculture and the several agencies of the Office for Emergency Management, the Departments of War and Navy, and other defense agencies with respect to problems of procurement, production, priorities, price, labor supply and transportation;

Assist in the planning of adjustments in the agricultural program in order to meet defense needs.

In order for the Office of Agricultural Defense Relations to function effectively as the Department's clearinghouse on defense matters, it is important that it be kept informed of the defense work now under way or to be undertaken by each Bureau and of requests or proposals for undertaking new work.

Perhaps the simplest way of keeping the Office of Agricultural Defense Relations so advised would be for you to designate some one individual in your Bureau to be the liaison with the Office of Agricultural Defense Relations. The responsibility of the liaison individual will be







to keep the Office of Agricultural Defense Relations informed of significant defense activities within your Bureau. Will you please make such a designation and inform my office of the person designated.

In turn, I am requesting the Office of Agricultural Defense Relations to submit to me each Monday morning a brief summary of the defense activities of the Department for the preceding week. Your cooperation in enabling that Office to have the weekly report cover the entire range of our work in this field will be greatly appreciated.

In some instances, certain defense activities will be undertaken as a result of one or more meetings or conferences attended by you or members of your staff. Very brief reports of such meetings and conferences should be made available to the Office of Agricultural Defense Relations in all instances in which that Office is not directly represented.

One of the important responsibilities of the Office of Agricultural Defense Relations is in securing priorities for agricultural needs, and I am requesting that all priority problems arising in the Department be presented to the Office of Agricultural Defense Relations for consideration and appropriate action.

These requests should not be interpreted as restricting in any way the responsibility of each Bureau in taking the initiative in making its maximum contribution to the defense program of the Department and of the nation.

Moreover, the Office of Agricultural Defense Relations has been established to service the entire Department, as well as this office, and you should not hesitate to use its services to the utmost.

Claude R. Weekard



to keep the Office of Agricultural Relations informed of  
significant business activities within your Bureau. Will you please  
send a representative and inform us of the nature of the business.

In view of the fact that the Office of Agricultural Relations  
is unable to do more than receive a brief summary of the business  
activities of the Government for the preceding week, your representative  
in visiting this Office to give the weekly summary must be able  
to give us a brief summary of the week's activities.

In our business, certain business activities will be conducted as a  
result of our own meetings or conferences attended by us or by  
one of our staff. Your brief summary of such meetings and conferences  
must be made available to the Office of Agricultural Relations  
beforehand in all instances in which that Office is not already  
informed.

One of the important responsibilities of the Office of Agricultural  
Relations is to maintain relations with the agricultural press.  
and I am requesting that all publicity material relating to the Bureau  
and its activities be forwarded to the Office of Agricultural Relations for  
review and approval.

These requests should not be interpreted as constituting in any way  
the responsibility of your Bureau in taking the initiative in making  
the business contribution to the Bureau's program of the Government and  
of the people.

Finally, the Office of Agricultural Relations believes the time when  
it should be invited to see the members of the Bureau, and  
the Bureau and its staff to see the members of the Bureau.

Charles R. Westford





DEPARTMENT OF AGRICULTURE  
WASHINGTON

*File*  
*[Signature]*

November 8, 1941.

FILED



Please return to  
the Secretary's Office

Memorandum No. 905, Supplement No. 4

Agricultural Defense Relations

Secretary's Memorandum No. 905, Supplement No. 3, designates the Office of Agricultural Defense Relations as the Department's clearing house on defense matters and assigns to it the responsibility of securing priorities for the needs of agriculture as a national enterprise. However, this type of priority should not be confused with priorities for the operating needs of the Department, which should be secured in accordance with Budget and Finance Circular 363.

To avoid duplication of effort in the Department's priority functions and to the end that the Office of Agricultural Defense Relations shall be kept currently informed, I am asking the Office of Budget and Finance to maintain close liaison with the Office of Agricultural Defense Relations and to clear with that office all requests for project or Department-wide blanket priority ratings as well as individual requests which, by reason of quantity, may affect priorities for agriculture.

*Claude A. Wickard*

Secretary

*Claude A. Wickard*

574.

Organization 1 (AOR)



DEPARTMENT OF AGRICULTURE  
WASHINGTON



RECEIVED  
SEP 11 1935

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STANDARD FORM NO. 64  
OFFICE OF THE SECRETARY

Memorandum No. 905, Supplement No. 4

Agricultural Defense Relations

Secretary's Memorandum No. 905, Supplement No. 4, designated the Office of Agricultural Defense Relations as the Department's clearing house on defense matters and assigns to it the responsibility of securing activities for the needs of agriculture as a national enterprise. However, this type of activity should not be confused with activities for the operating needs of the Department, which should be secured in accordance with Budget and Finance Circular 385.

To avoid duplication of effort in the Department's activity functions and to the end that the Office of Agricultural Defense Relations shall be kept currently informed, I am asking the Office of Budget and Finance to maintain close liaison with the Office of Agricultural Defense Relations and to clear with that office all requests for projects or Department-wide plant activity relations as well as individual requests which, by reason of quantity, may affect activities for agriculture.

Charles A. Wickard

Secretary

1698





DEPARTMENT OF AGRICULTURE  
WASHINGTON

FILED

May 17, 1941.

★  
Please return to  
the Secretary's File Room

MEMORANDUM NO. 906

Determination of Parity

Confusion occasioned by requests upon the Department to translate Chicago current prices on butter, hogs, etc., into parity prices at Chicago recently led to the appointment of an informal committee to consider the problem in order that a uniform practice might be adopted throughout the Department for releasing information in response to such requests.

Inasmuch as parity is a farm concept, and is so recognized by statute, the committee has agreed, and I concur, that we can avoid confusion by always calculating parity prices in terms of farm, or local, markets. This will make it necessary, in response to some requests, to convert current Chicago prices into parity at the farm.

The committee has recommended a method, which I approve, for making this conversion from Chicago to farm parity prices. The method involves the use of regression lines for each month of the year, which will determine the relationship between local and Chicago prices. These regression lines will determine this relationship both on an annual and a monthly basis, in order to take into account seasonal variation. It has been further agreed that responsibility for preparing these regressions and tables based upon them lies with the Bureau of Agricultural Economics, and that upon their preparation duplicate sets should be distributed to the several agencies of the Department directly concerned. These regressions and conversion tables will then provide the basis for all conversions for public release. Requests for price information of this sort which may be received by agencies not directly connected with preparation or administrative use of such figures should be directed to the Bureau of Agricultural Economics.

Claude R. Wickard

Secretary.



DEPARTMENT OF AGRICULTURE  
WASHINGTON



May 17, 1941

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MAY 17 1941

MEMORANDUM NO. 306

Determination of Party

Continuation of memorandum by request upon the Department to  
translate Chicago currency price-conversion tables, etc., into  
party prices at Chicago, recently led to the Department of the  
Internal Committee to consider the problem in order that a unit  
form price might be adopted throughout the Department for  
releasing information in response to such requests.

Information as party is a farm product, and is so recog-  
nized by statute, the Committee has agreed, and I concur, that  
it will avoid confusion by always calculating party prices in  
terms of farm, or local, markets. This will make it necessary,  
in response to such requests, to convert current Chicago prices  
into party at the farm.

The Committee has recommended a method, which I approve,  
for making this conversion from Chicago to farm party prices.  
The method involves the use of conversion lines for each month  
of the year, which will determine the relationship between local  
and Chicago prices. These conversion lines will determine this  
relationship both on an annual and a monthly basis, in order to  
take into account seasonal variation. It has been further agreed  
that responsibility for providing the conversion lines and tables  
shall rest upon the Bureau of Agricultural Economics,  
and that upon their preparation duplicate sets should be dis-  
tributed to the several agencies of the Department directly con-  
cerned. These conversion and conversion tables will then provide  
the basis for all conversions for public release. Requests for  
price information of this sort will now be received by the  
not directly connected with production or administrative use of  
such figures should be directed to the Bureau of Agricultural  
Economics.

Charles R. Wickard

Secretary



*File*

UNITED STATES DEPARTMENT OF AGRICULTURE  
Office of the Secretary  
Washington, D.C.

**FILED**

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Please return to  
the Secretary's File Room

*Ordered  
7/16/10  
5/22/41  
12*

May 23, 1941.

MEMORANDUM NO. 907

Departmental Field Information Service

I have authorized the Director of Information to establish a small field information division for the purpose of carrying on in the field the coordination of information work of Department agencies. The unit is now being organized and will start work immediately. It is being staffed by people who have been working in field information units of Department agencies. It will be under the immediate supervision of Mr. Duncan Wall, formerly chief of field contact in the Information Division of the Agricultural Adjustment Administration, who will become Assistant Director of Information.

I have instructed the Director of Information to carry on through this new unit two functions: (1) Keeping me informed on the total information operation of the Department in the field, as his office now keeps me informed on the total information operation of the Department in Washington; (2) in cooperation with the field information officers of the Department's agencies and of the State agricultural extension services, arranging for the preparation and distribution of information materials reporting the services carried on by groups of Departmental agencies. The aim will be to enable citizens to make most effective use of combinations of Departmental services.

Thus the work which the field information service will carry on does not replace any of the work now being done by field information offices of the individual Department agencies. It is work which has not previously been done but which is essential in order to speed up and make more effective the services of the Department to the public.



UNITED STATES DEPARTMENT OF AGRICULTURE

Office of the Secretary  
Washington, D.C.

★  
The Department of the Interior  
Mar 22, 1941

MEMORANDUM NO. 307

Departmental Field Information Service

I have authorized the Director of Information to establish a small field information division for the purpose of carrying on in the field the coordination of information work of Department agencies. The unit is now being organized and will start work immediately. It is being staffed by people who have been working in field information units of Department agencies. It will be under the immediate supervision of Mr. Thomas Wall, formerly Chief of field contacts in the Information Division of the Agricultural Adjustment Administration, who will become Assistant Director of Information.

I have instructed the Director of Information to carry on through this new unit two functions: (1) Keeping me informed on the total information operation of the Department in the field, as his office now keeps me informed on the total information operation of the Department in Washington; (2) In cooperation with the field information officers of the Department's agencies and of the State agricultural extension services, furnishing for the promotion and distribution of information material reporting the service carried on by groups of Departmental agencies. The aim will be to enable citizens to make most effective use of combinations of Departmental services.

Thus the work which the field information service will carry on does not replace any of the work now being done by field information offices of the individual Department agencies. It is work which has not previously been done but which is essential in order to speed up and make more effective the services of the Department to the public.



I bespeak the energetic cooperation with the new field information service of the information workers and administrative officers in all agencies. Given support by the agencies its work will greatly improve the effectiveness of this important branch of the Department's functioning.

*Claude R. Wickard*  
Secretary.

The creation of a field information staff was considered for some time in the Office of the Secretary, by the Director of Information and by Information heads of the Department's agencies. An informal committee of the latter group, after eight months of study of the Department's needs, recommended establishment of a field information staff responsible to the Secretary through the Director of Information.

By Secretariat No. 907 authorizing the Director of Information to proceed immediately upon his proposal for establishment of such a field staff stated two principal functions: (1) Keeping us informed on the total information operation of the Department in the field as the Director of Information now keeps us informed on the total information operation of the Department in Washington; (2) In cooperation with the field information officers of the Department's agencies and of the State Agricultural Extension Services, arranging for the preparation and distribution of information materials regarding the services carried on by groups of Departmental agencies. The aim will be to enable citizens to know what activities are of contribution to the Department's services.

The report of the committee on field information already referred to said, in part:

"Responsibilities of the regional information officers would be to advise the Secretary and his staff officers on all matters affecting public relations and the general progress of the Department's program in his region; and to produce and distribute information in the field pertaining to the Department's program as a whole.



I bespeak the energetic cooperation with the new field information service of the information workers and administrative officers in all agencies. Given support by the agencies its work will greatly improve the effectiveness of this important branch of the Department's functioning.

Charles R. Wickard  
Secretary



UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON

June 23, 1941.

MEMORANDUM No. 907, Supplement No. 1

Departmental Field Information Service

9 files  
FILED

SUGGESTED MEMORANDUM FOR CHIEFS OF BUREAUS AND OFFICES

★  
Please return to  
the Secretary's File Room

Conferences just completed among the men of the new Office of Information Field Service and administrative and information officers of the Department have laid down a framework for the functioning of this important new arm of the Department's Information work. I will appreciate it if you will take steps to advise your people here and in the field of the work the Field Service is expected to do.

The creation of a field information staff was considered for some time in the Office of the Secretary, by the Director of Information and by information heads of the Department's agencies. An informal committee of the latter group, after eight months of study of the Department's needs, recommended establishment of a field information staff responsible to the Secretary through the Director of Information.

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UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON

June 13, 1911.

MEMORANDUM NO. 907, Supplement No. 1

Departmental Field Information Service

SUGGESTED MEMORANDUM FOR OFFICE OF SECRETARY AND OFFICE

Conferences just completed among the men of the new Office of Information Field Service and administrative and information officers of the Department have laid down a framework for the functioning of this important new arm of the Department's information work. I will appreciate it if you will take steps to advise your people here and in the field of the work the field service is expected to do.

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"Responsibilities of the regional information officer would be to advise the Secretary and his staff officers on all matters affecting public relations and the general progress of the Department's program in his region; and to produce and distribute information in the field pertaining to the Department's program as a whole."



"In addition, the regional officers would be responsible for coordinating information activities of Department bureaus in their regions. In this connection they would:

"Advise agency information officers regarding Departmental information needs and the proper emphasis to be placed on currently important phases of Departmental activity.

"Promote closer cooperation between bureaus in fitting their respective information materials into the Department's program of information.

"Initiate inter-agency consultations to eliminate conflicts and duplications of policy or subject matter in information released.

"Initiate inter-agency arrangements to eliminate competition for newspaper space and radio time and insure best possible use of available space and time.

"Coordinate the production and use of publications, motion pictures, exhibits, and other visual information media and equipment, and coordinate the use of such facilities as photographic laboratories, files and exhibits construction facilities." These are, in general, the functions which the Secretary's office expects the Field Service to carry on.

The Field Service will originate only a relatively small amount of material, such as that necessary to deal with over-all Department programs and services. They will not vise material issued by Departmental agencies, nor act as channels of issue except upon need for such over-all material as that mentioned above.

The intent is to preserve the zeal and initiative of each agency for its own part of the total agricultural program. The Field Service will not supplant or replace the agencies' information staffs. The Field Service men will reflect the public relations policies of the Department as a whole, and suggest the development and use by all agencies of materials and methods designed to present the Department's work to the public in line with these policies.

Naturally, the immediate concern of the Department is to make sure that agriculture meets its responsibilities in the national defense effort. Accordingly I am asking the men of the new Field Service to confer with administrative and information men in the field on the best way to draw together the defense informational activities of all agencies of the Department. In many of these matters, more than one agency is concerned, and information representatives



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of each agency are expected to do all they can to establish close working relationships with information men of other agencies in all defense matters. Such efforts by agency representatives can be effectively supplemented by men representing the Office of Information of the United States Department of Agriculture as a whole. In cases requiring the making of a large number of contacts over a considerable area, and involving the cooperation of several agencies in defense public relations, vigorous initiative must be taken. This initiative I am asking the new Field Service men to take.

The men who have been selected, and the region each will serve, are:

Harold Ballou, formerly of FSA, at Upper Darby, Pennsylvania, for the States of Pennsylvania, Maryland, Delaware, New Jersey, New York, Connecticut, Rhode Island, Massachusetts, Vermont, New Hampshire, and Maine.

Judd Wyatt, formerly of FCA, at Raleigh, North Carolina, for the States of North Carolina, Virginia, West Virginia, Kentucky, and Tennessee.

Porter Hedge, formerly of AAA, at Milwaukee, Wisconsin, for the States of Wisconsin, Michigan, Ohio, Indiana, Illinois, Missouri, Iowa, and Minnesota.

Bentley Mackay, formerly of AAA, at Baton Rouge, Louisiana, for the States of Louisiana, Arkansas, Mississippi, Alabama, Georgia, Florida, and South Carolina.

F. E. Charles, formerly of SCS, at Lincoln, Nebraska, for the States of Nebraska, South Dakota, North Dakota, Wyoming, and Montana.

Joe Storm, formerly of AAA, at Amarillo, Texas, for the States of Texas, Oklahoma, Kansas, New Mexico, and Colorado.

Louis Burgess, formerly of AAA, at San Francisco, California, for the States of California, Arizona, Utah, Nevada, Idaho, Oregon, and Washington. Mr. Burgess will be assisted by C. A. Bond, formerly special assistant to the USDA Coordinator at Amarillo.

Field headquarters addresses will be sent to you as soon as offices can be established.



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John Wyatt, formerly of WOA, at Raleigh, North Carolina, for the States of North Carolina, Virginia, West Virginia, Kentucky, and Tennessee.

Porter Hedges, formerly of AAA, at Milwaukee, Wisconsin, for the States of Wisconsin, Michigan, Ohio, Indiana, Illinois, Missouri, Iowa, and Minnesota.

Benjamin Mackay, formerly of AAA, at Baton Rouge, Louisiana, for the States of Louisiana, Arkansas, Mississippi, Alabama, Georgia, Florida, and South Carolina.

I. E. Oberlin, formerly of SOS, at Lincoln, Nebraska, for the States of Nebraska, South Dakota, North Dakota, Wyoming, and Montana.

Joe Stone, formerly of AAA, at Amarillo, Texas, for the States of Texas, Oklahoma, Kansas, New Mexico, and Colorado.

Louis Burgess, formerly of AAA, at San Francisco, California, for the States of California, Arizona, Utah, Nevada, Idaho, Oregon, and Washington. Mr. Burgess will be assisted by G. A. Bond, formerly special assistant to the USDA Coordinator at Amarillo.

Field headquarters addresses will be sent to you as soon as offices can be established.



The administrative and information officers with whom the work of the Field Service has been discussed during the last week have expressed themselves as being fully in accord with the usefulness of the functions outlined here. I know that the Department can count upon the fullest support and cooperation of all of the Department's personnel in this effort to improve the effectiveness of our services to the public.

Claude R. Wickard

Secretary.

County and community committeemen are selected by farmers themselves through a democratic process under procedures established in the regulations pursuant to authority vested by law in the Secretary. State committeemen have been and will continue to be appointed by the Secretary upon recommendation of the Administrator of the Agricultural Adjustment Administration.

After July 1, former fieldmen will be appointed by the Secretary upon recommendation of the Administrator from district, state or regional registers established by the Civil Service Commission after an examination in which experience as members of county committees will be given proper weight and consideration.

Many state committeemen and fieldmen in the past have had experience on county committees but selection has not been restricted to those with such experience. Vacancies in positions as state committeemen which will not be subject to civil service, shall be filled with men who have had experience as county committeemen. Therefore, whether in the appointment of former fieldmen, who will be obtained from civil service registers, or in the appointment of state committeemen, who will not necessarily be obtained from civil service registers, emphasis will be given to continuing improvement of the policy of promotion from within. This experience gained as members of county committees will be utilized and advancement provided persons with adequate education who have demonstrated outstanding ability and capacity for leadership.

Claude R. Wickard  
Secretary



The administrative and information officers with whom the work of the Field Service has been discussed during the last week have expressed themselves as being fully in accord with the usefulness of the functions outlined here. I know that the Department can count upon the fullest support and cooperation of all of the Department's personnel in this effort to improve the effectiveness of our services to the public.

Charles F. Woodard

Secretary.





DEPARTMENT OF AGRICULTURE  
WASHINGTON

★  
Please return to  
the Secretary's File Room

May 24, 1941.

Memorandum No. 908

Insert

~~MEMORANDUM TO CHIEFS OF BUREAUS AND OFFICES~~

Selection and Training of AAA State  
Committeemen and Farmer Fieldmen

The county agricultural conservation associations operating under the Agricultural Adjustment Act of 1938 have functions at the county level for several programs of the Department of Agriculture. County committeemen, as well as farmer fieldmen in the states, and state committeemen have responsibilities in administering programs of the Agricultural Adjustment Administration and also phases of the programs of the Commodity Credit Corporation, the Federal Crop Insurance Corporation and the Surplus Marketing Administration. Administrative experience indicates the need for a definition of departmental policy with respect to the selection of these officers.

County and community committeemen are selected by farmers themselves through a democratic process under procedures established in AAA regulations pursuant to authority vested by law in the Secretary. State committeemen have been and will continue to be appointed by the Secretary upon recommendation of the Administrator of the Agricultural Adjustment Administration.

After July 1, farmer fieldmen will be appointed by the Secretary upon recommendation of the Administrator from district, state or regional registers established by the Civil Service Commission after an examination in which experience as members of county committees will be given proper weight and consideration.

Many state committeemen and fieldmen in the past have had experience on county committees but selection has not been restricted to those with such experience. Vacancies in positions as state committeemen which will not be subject to civil service, shall be filled with men who have had experience as county committeemen. Therefore, whether in the appointment of farmer fieldmen, who will be obtained from civil service registers, or in the appointment of state committeemen, who will not necessarily be obtained from civil service registers, emphasis will be given to continuing improvement of the policy of promotion from within. Thus experience gained as members of county committees will be utilized and advancement provided persons with adequate education who have demonstrated outstanding ability and capacity for leadership.

Claude R. Wickard  
Secretary



DEPARTMENT OF AGRICULTURE  
WASHINGTON, D. C.



May 1, 1941

Memorandum for the Secretary

RECOMMENDATION TO THE SECRETARY

Selection and Appointment of State

The County Agricultural Extension Associations operating under the Agricultural Extension Act of 1938 have functions at the county level for several programs of the Department of Agriculture. County committees, as well as farmer fieldmen in the states, and state committees have responsibilities in administering programs of the Agricultural Extension Administration and also phases of the programs of the Commodity Credit Corporation, the Federal Crop Insurance Corporation and the Farm Product Marketing Administration. Administrative experience indicates the need for a definition of departmental policy with respect to the selection of these officers.

County and community committees are selected by farmers themselves through a democratic process under procedures established in AAA regulations pursuant to authority vested by law in the Secretary. State committees have been and will continue to be appointed by the Secretary upon recommendation of the Administrator of the Agricultural Extension Administration.

After July 1, farmer fieldmen will be appointed by the Secretary upon recommendation of the Administrator from district, state or regional registers established by the Civil Service Commission after an examination in which experience as members of county committees will be given proper weight and consideration.

Many state committees and fieldmen in the past have had experience on county committees but selection has not been restricted to those with such experience. Vacancies in positions as state committees men which will not be subject to civil service, shall be filled with men who have had experience as county committees. Therefore, whether in the appointment of farmer fieldmen, who will be obtained from civil service registers, or in the appointment of state committees, who will not necessarily be obtained from civil service registers, emphasis will be given to continuing improvement of the policy of promotion from within. This experience gained as members of county committees will be utilized and advancement provided persons with adequate education who have demonstrated outstanding ability and capacity for leadership.

*Charles F. Wickham*  
Secretary

44-111-100





DEPARTMENT OF AGRICULTURE  
WASHINGTON

May 26, 1941.

MEMORANDUM NO. 909

Departmental Naval Stores Committee

FILED



Please return to  
the Secretary's File Room

The Secretary has asked me to announce that Mr. V. E. Grotlisch, who is in charge of the Naval Stores Section of the Agricultural Marketing Service, will in the future serve as a member of the Departmental Naval Stores Committee.

Carl Hamilton  
Assistant to the Secretary.



DEPARTMENT OF AGRICULTURE  
WASHINGTON



FILED

MEMORANDUM NO. 909

Departmental Naval Stores Committee

The Secretary has asked me to announce that  
Mr. V. E. Grosvenor, who is in charge of the Naval  
Stores Section of the Agricultural Marketing Service,  
will in the future serve as a member of the Depart-  
mental Naval Stores Committee.

*Carl F. [Signature]*  
Assistant to the Secretary



June 4, 1941.

*after*

MEMORANDUM NO. 910

Subject: Designation of Acting Chief,  
~~XXXXXXXX~~ Bureau of Entomology and Plant Quarantine

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Mr. Avery S. Hoyt is designated as Acting Chief  
of the Bureau of Entomology and Plant Quarantine, effective  
at once, vice Mr. Lee A. Strong, deceased.

Paul H. Appleby

*Appleby*  
~~Acting~~ Secretary



June 14, 1941.

MEMORANDUM NO. 310

Subject: Designation of Acting Chief,  
Bureau of Entomology and Plant Quarantine

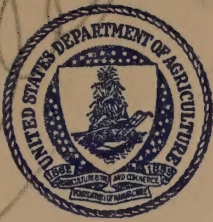
Mr. Avery S. Hoyt is designated as Acting Chief  
of the Bureau of Entomology and Plant Quarantine, effective  
at once, vice Mr. Lee A. Strong, deceased.

Paul H. Appleby

Secretary

Assistant





## DEPARTMENT OF AGRICULTURE

WASHINGTON

FILED

Please return to  
the Secretary's File Room

June 23, 1941.

MEMORANDUM No. 911

~~MEMORANDUM TO CHIEFS OF BUREAUS AND OFFICES~~WAR GARDENS

Although great public interest in War Gardens reflects chiefly a memory of World War I, when conditions were not the same as they are now, it is altogether likely that for the year 1942 this Department, the Government as a whole, and the public will have a justified concern about certain things that can well be produced through an expanded gardening activity. In order to make sure that we are adequately anticipating the needs, and that whatever activity may be started later shall be designed more directly to meet the real needs, I am appointing a departmental committee to work out plans for a Gardening Program applicable to a fall and winter garden in the South and for next year's gardens generally. This Committee will be comprised of the following with H. W. Hochbaum of Extension Service as Chairman:

|                          |                   |
|--------------------------|-------------------|
| Extension Service -----  | H. W. Hochbaum    |
| Plant Industry -----     | E. C. Auchter     |
| Home Economics -----     | Louise Stanley    |
| Entomology -----         | W. H. White       |
| AAA -----                | Tom Ayres         |
| Office of Information -- | Morse Salisbury   |
| Land Use Planning -----  | B. W. Allin       |
| SMA -----                | Philip F. Maguire |
| FSA -----                | Philip Aylesworth |

*Claude R. Wickard*

Secretary



DEPARTMENT OF AGRICULTURE

WASHINGTON

FILED



MEMORANDUM NO. 911

~~EXHIBIT TO THE REPORT OF THE COMMISSIONER OF EXTENSION SERVICE~~

WAR GARDENS

Although great public interest in War Gardens reflects chiefly a memory of World War I, when conditions were not the same as they are now, it is altogether likely that for the year 1943 this Department, the Government as a whole, and the public will have a justified concern about certain things that can well be produced through an expanded gardening activity. In order to make sure that we are adequately anticipating the needs, and that whatever activity may be started later shall be designed more directly to meet the real needs, I am appointing a departmental committee to work out plans for a Gardening Program applicable to a fall and winter garden in the South and for next year's gardens generally. This Committee will be composed of the following with H. W. Hochbaum of Extension Service as Chairman:

|                       |       |                   |
|-----------------------|-------|-------------------|
| Extension Service     | ----- | H. W. Hochbaum    |
| Plant Industry        | ----- | E. C. Lanchester  |
| Home Economics        | ----- | Louise Stanley    |
| Entomology            | ----- | W. H. White       |
| AAA                   | ----- | Tom Ayres         |
| Office of Information | ----- | Morse Salisbury   |
| Land Use Planning     | ----- | D. W. Allen       |
| SEA                   | ----- | Philip F. McGuire |
| SEA                   | ----- | Philip Aylesworth |

Secretary



UNITED STATES DEPARTMENT OF AGRICULTURE  
OFFICE OF THE SECRETARY  
WASHINGTON

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the Secretary's File Room

September 6, 1941

MEMORANDUM NO. 911 - Supplement No. 1

WAR GARDENS

The following are added to the Departmental Garden

Committee:

Office of Information---Keith Himebaugh

Plant Industry-----Ernest Moore

Extension Service-----L. A. Schlup

FSA-----Jack Bryan

AAA-----Lyle Webster

*Ernest B. Hill*  
Acting Secretary

*Gardens*



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SEP 11 1941

September 8, 1941

MEMORANDUM NO. 511 - Supplement No. 1

WAR CANNIBALS

The following are added to the Departmental Garden

Committee:

Office of Information-----Keith Hinchman

Plant Industry-----Wesley Moore

Extension Service-----L. A. Schimp

734-----Jack Ryan

AAA-----Iyle Hester

Acting Secretary



910

UNITED STATES DEPARTMENT OF AGRICULTURE  
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WASHINGTON

6/10/41  
1676  
6/14/41

June 4, 1941.

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MEMORANDUM NO. 912

Airplane Travel

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the Secretary's File Room

Bureau of the Budget Circular 370 dated March 7, 1941 contained an announcement that the President had approved an amendment to the Standardized Government Travel Regulations deleting the second and third sentences of Section 8. Budget and Finance Circular No. 372, dated March 21, 1941, directed attention to the fact that Department Regulation 3438 would, until further notice, continue to be followed with respect to airplane travel.

As amended, the Standardized Government Travel Regulations no longer require the authorization or approval by the head of the Department, or his designee, of travel by airplane where the cost of such travel is in excess of the cost of other available transportation, taking into consideration salary and subsistence savings, and there is no existing emergency involving the loss of life or property. However, there has been no relaxation of the policy of requiring the most careful administrative and fiscal consideration in the authorization and approval of travel by Government employees. The character and volume of the work of the Department necessitates very large expenditures for travel. There exists a tremendous administrative responsibility to exercise the utmost diligence in the expenditure of funds for this purpose, and at this time the importance of such action is further emphasized by the extraordinary demands in the field of National Defense.

An analysis of comparative travel costs for 31 typical trips from Washington and return discloses that only two trips of the 31 may be made by airplane at a lower cost than by rail, not taking into consideration the so-called salary savings. The study shows that for these 31 trips the average cost is approximately \$127 for air travel and \$102 for rail travel. Salary savings are indefinite as they are influenced by the day and hour departure. At a \$3,600 salary rate and with the maximum allowance for such savings, only a total of 17 of the 31 trips could be performed by airplane at a lower cost than by rail. On the basis of this evidence, it is not possible to authorize the indiscriminate use of airplane travel.



UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON

MEMORANDUM NO. 312

Airplane Travel

Bureau of the Budget Circular 370 dated March 7, 1941 contained an announcement that the President had approved an amendment to the Standard Government Travel Regulations defining the second and third sentences of Section 8, Budget and Finance Circular No. 372, dated March 21, 1941, directed attention to the fact that Department Regulation 1112 would, until further notice, continue to be followed with respect to airplane travel.

As amended, the Standard Government Travel Regulations no longer require the authorization or approval by the head of the Department, or his designee, of travel by airplane where the cost of such travel is in excess of the cost of other available transportation. Taking into consideration safety and subsistence savings, and there is no existing emergency involving the loss of life or property. However, there has been no relaxation of the policy of requiring the most careful selection of travel by Government employees. The character and nature of travel by Government employees is very important and volume of the work of the Department necessitates very close supervision of travel. There exists a tremendous administrative responsibility to exercise the utmost diligence in the expenditure of funds for this purpose, and at this time the importance of such action is further emphasized by the extraordinary demands in the field of National Defense.

An analysis of comparative travel costs for 31 typical trips from Washington and return disclosed that only two trips of the 31 may be made by airplane at a lower cost than by rail, but taking into consideration the so-called safety savings. The study shows that for these 31 trips the average cost is approximately \$127 for air travel and \$102 for rail travel. Safety savings are indicated as they are influenced by the day and hour of departure. At a \$3,000 salary rate and with the maximum allowance for such travel, only a total of 17 of the 31 trips could be performed by airplane at a lower cost than by rail. On the basis of this evidence, it is not possible to support the indiscriminate use of airplane travel.



In some instances travel by airplane is definitely more advantageous to the Government and in such cases authorizations will be granted despite the recognized additional cost, but it will not be the policy of the Department to increase expenditures without a showing of benefit to the Government. The requirements of Regulation 3438 will be continued in force except that authorization or approval of travel by airplane, where the cost of such travel is in excess of the cost of other available transportation, taking into consideration salary and subsistence savings, and there is no existing emergency involving the loss of life or property, will be provided by the Director of Finance in accordance with the delegation already approved.

If employees elect to use means of transportation other than the most economical usual method, it is not the responsibility of the Department to provide comparative cost data for the purpose of demonstrating salary and per diem savings. Within the limit of the resources available, employees traveling on official business will be furnished assistance in developing itineraries by the most economical usually traveled route.

*Paul H. Appleby*

Under Secretary.



In some instances travel by airplane is definitely more advantageous to the Government and in such cases authorization will be granted despite the increased additional cost, but it will not be the policy of the Department to increase expenditures without a showing of benefit to the Government. The requirements of Regulation 255B will be continued in force except that authorization or approval of travel by airplane, where the cost of such travel is in excess of the cost of other available transportation, taking into consideration safety and subsistence charges, and there is no existing emergency involving the loss of life or property, will be provided by the Director of Finance in accordance with the regulation already approved.

It is understood that to determine the means of transportation other than the most economical method, it is not the responsibility of the Department to provide comparative cost data on the basis of administrative policy and set standards. Within the limit of the resources available, employees traveling on official business will be furnished assistance in developing itineraries by the most economical method possible.

*[Handwritten signature]*

Director





DEPARTMENT OF AGRICULTURE

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the Secretary's File Room

May 31, 1941.

MEMORANDUM NO. 913

Interbureau Coordinating Committee on Post-defense Programs

This Department is now submitting to the National Resources Planning Board numerous proposals in the fields of forestry, soil conservation, flood control, and so on for possible inclusion in the Government's six-year program of public works activities. This is in accord with Executive Order No. 8455.

All this is good, as far as it goes. But I am convinced that much more needs to be done.

In the event that public activities which provide employment, conserve resources, and promote human well-being and security are expanded greatly when defense activities slacken and men who will need useful employment are released from defense jobs, we will need to have in readiness plans that would permit the Department to participate in the program with the maximum of efficiency and results.

I am therefore asking the Bureau of Agricultural Economics to establish immediately an Interbureau Coordinating Committee on Post-defense Programs. This committee, including representatives of all appropriate agencies, will draw up the broad outlines of a national program of public work in the agricultural field -- a program that will deal comprehensively with forestry, soil conservation, land-use adjustment, flood control, rural housing, range improvement, water facilities, and more. This general program will then be given to state and county land-use planning committees for study and adaptation to local needs.

As the work takes shape in the field it will be brought together and integrated on a national basis. I hope that within the next year we will have a number of carefully prepared plans for public activity which will fit the needs of each region in terms of employment, conservation of our resources, and for improved levels of rural living.



DEPARTMENT OF AGRICULTURE

WASHINGTON



MEMORANDUM NO. 917

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It will be necessary to standardize the work pretty thoroughly. For example, the forestry program should be so drawn that it can be evaluated in two ways: (1) by functions, such as fire-control, timber-stand improvement, watershed protection, etc., and (2) by areas, such as the Lake States or the Pacific Northwest. For each function, we should show costs, benefits, and other information needed in evaluation.

Care should be exercised where claims are made of profitability in conventional terms that those claims be substantiated in a way that would be conventionally convincing.

In the vast majority of cases the Government must extend financial aid because the activities do not pay out fully in a conventional sense.

I am asking the BAE to propose principles and criteria that can serve as a guide in selecting projects and programs of this kind.

Perhaps such projects and programs might be classified into those which could be expected to (a) return principal and 3 percent interest, (b) principal but no interest, and (c) those which must be subsidized, and the amount of subsidy.

I am leaving to the Bureau of Agricultural Economics the responsibility of determining what agencies should be represented on the Interbureau Committee. When this determination has been made, I ask that each agency head concerned designate a member of his Washington staff to give full time to that agency's part in this whole effort. I think that each agency should do the same at the regional and state level.

The Bureau of Agricultural Economics will, as I say, have charge of this nation-wide planning work. The Office of Land Use Coordination will be represented on the Interbureau Committee, not only for general participation in the work but also for the specific purpose of seeing to it that this Department's effort will fit into the total governmental task of building a post-defense shelf of projects -- a job being handled by the National Resources Planning Board.

To those who will devote considerable time to this work, I suggest a careful reading of a recent publication of the National Resources Planning Board entitled Development of Resources and Stabilization of Employment in the United States, which discusses public works affecting land use and rural welfare.

Defense is, of course, our first job. But it is not too much to say that planning for the world we wish to live in when the peace comes is actually a part of the defense effort itself.

*Claude R. Wickard*

Secretary.



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Charles R. Wickard

Secretary.



UNITED STATES DEPARTMENT OF AGRICULTURE  
Office of Secretary  
Washington, D. C.

ERRATUM

SECRETARY MEMO. 913, Supl. 1

POST-DEFENSE PLANNING

The attached publication "AFTER DEFENSE -- WHAT?" is part  
of the above numbered memorandum.



RECEIVED BY THE SECRETARY OF THE  
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WASHINGTON, D. C.





DEPARTMENT OF AGRICULTURE

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Please return to  
the Secretary's File Room

September 17, 1941.

Center

MEMORANDUM NO. 913, Suppl. ~~12.1~~

POST-DEFENSE PLANNING

In Memorandum No. 913, I asked the Bureau of Agricultural Economics to establish an Interbureau Coordinating Committee on Post-Defense Programs. Since that memorandum was issued, several other agencies of the Federal Government have announced that they are giving an important place to post-defense planning in their current activities.

The reason for all this is, of course, an intelligent concern for the future. In some quarters there is a fear that a severe economic depression is inevitable when the defense effort ceases. The Department of Agriculture does not share this pessimism. We believe the country need never go through a major economic depression again. We visualize a post-war world in which we will make full use of our man power and our resources for the benefit of the American people. We believe it is possible to maintain a national income greater than ever before in the history of the nation.

It is in this setting that the Department should make its contribution in planning for the kind of world we wish to live in when the peace comes. If we plan soundly and courageously, if we enlist the help of the greatest possible number of people in making these plans, we can build an economy which will offer everybody a fair chance for work and security. Planning for this kind of future is part of the defense effort itself.

This memorandum is intended to indicate the work which the Department of Agriculture will undertake as its part in the national post-defense planning effort. The sections that follow describe, first, what other agencies of government are doing in this field, second, the scope of the work which will be undertaken by the Department, and third, the kind of organization which is being established within the Department to do the job.



DEPARTMENT OF AGRICULTURE

WASHINGTON



September 17, 1941

MEMORANDUM NO. 913, Supplement No. 1

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## I. ACTIVITIES OF OTHER AGENCIES

The National Resources Planning Board has been charged with the responsibility for centralizing the post-defense planning efforts not only of the Federal Government but for the country as a whole. It has been instructed by the President to collect, analyze, and collate all plans for useful public and private action in the post-defense period in so far as these have to do with natural and human resources. In a recent publication entitled, "After Defense -- What?" (attached) the Board suggests the possible magnitude of the post-defense job, the desirable objectives of post-defense planning and the general fields of action which must be explored as a means of accomplishing those objectives. On page 9 of this publication, it is stated that "the Board will serve as a clearing house to gather ideas and plans, to stimulate appropriate independent action by other public and private agencies, to bring together individuals who are interested in harmonizing their views, and to furnish the President and the Congress with information on these matters." The Board thus has the responsibility for systematizing and giving collective sense to the post-defense planning efforts of (1) Federal agencies, (2) State and local governmental agencies, and (3) non-governmental agencies and individuals.

The National Resources Planning Board under Executive Order 8455 and the Employment Stabilization Act is developing six-year programs of federal public works through proposals submitted to it by this and other federal agencies. This provides for a federal "shelf" or "reservoir" of federal works as well as for the advance programming of normal federal works. It is through the six-year program that the public works of the federal departments and agencies are to be brought into a general federal plan.

The Public Work Reserve, which is a WPA project co-sponsored by the NRPB and the Federal Works Agency, is designated to develop a reservoir of public works sponsored by States and political subdivisions of the state. Although a good deal of emphasis is being put on programs for urban centers, those in charge of the Public Work Reserve have indicated that they are interested in the rural field as well. State land use planning committees should be able to provide substantial assistance to the state directors of the Public Work Reserve in developing a useful shelf of projects in rural areas. These state and local works will ultimately be brought together under the National Resources Planning Board to form a national program



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for public works. The Public Works Reserve is concerned also with public services.

Post-defense planning is, of course, much broader than the planning of public works or even of public activities; and other federal agencies are engaged in post-defense planning for their respective fields. To illustrate, the Federal Reserve Board, the Treasury, and the Bureau of the Budget are studying financial and fiscal matters; the State Department is giving attention to international relations; the Department of Commerce is concerned with industrial adjustment; and the Federal Security Agency is planning for effective care and adjustment of human resources.

Post-defense planning is not confined to governmental agencies. Various non-governmental and industrial groups are also actively engaged in preparation for the post-defense period. Unfortunately it cannot yet be said that there is coordinated planning for private action, although such planning may develop through the efforts of industrial groups, the National Resources Planning Board, and others interested in planning for private enterprise.

Post-defense planning activities of the NRPB, the Public Work Reserve, other federal agencies and non-governmental agencies concerned with both public and private activity form the whole of which the post-defense planning activities of this Department must be a vital part. The Department, through the Secretary or his appropriate representatives, will, therefore, keep closely informed of outside activities and attempt to dovetail its post-defense planning activities with those of the government and the nation as a whole.

## II. SCOPE OF THE WORK

The scope of the work to be done by the Department in the post-defense planning field involves three different lines of inquiry: (1) keeping in touch with and making what contribution it can to developments that affect the national economy as a whole, (2) developing of rural works programs in the capital improvements field, and (3) developing publicly sponsored programs of rural welfare.

### 1. General Economic Problems

An important phase of post-defense planning within the Department is to keep in close touch with developments which are shaping the future course for the nation as a whole, and to make what contributions it can to them. The National



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Resources Planning Board has projected a program for the post-defense period which envisages full employment and a national income of not less than one hundred billion dollars a year.

Government and industry will have to work together to develop effective steps which will aid the shift of millions of men engaged in war industries to the production of goods to peacetime use. Programs will have to be developed to provide other bases for consumer buying power as defense expenditures taper off. Alternative uses for defense plants will have to be studied. New factories for new products will have to be planned, many of them in areas where there has been little or no industrial activity before.

The part of America in the rehabilitation of Europe will have to be considered. The respective roles of government and industry in the post-war economy will have to be worked out. All these things will have an important bearing on the future of agriculture. It will be an important responsibility of the Department to keep abreast of plans and programs for developments in the field of the whole national economy which will help produce and maintain full employment. It will also be important to keep farmers informed of needs and developments in the industrial field.

Changes in the economy as a whole will, of course, require changes in agriculture. An economy of full employment means a tremendous domestic market for foodstuffs. It may mean a marked expansion of industrial uses of farm products. Opportunities for industrial employment may have a profound effect on the human resources available to agriculture. We must be alert to the international factors that will affect the post-war market for American farm products. We will have to take into account the demands which may be made upon our agricultural resources to feed a devastated Europe until it can produce its own food. We will have to bear in mind the readjustment of American agriculture that will have to take place when Europe again reaches normal producing capacity. We will have to take into account the long term trends in agriculture itself, including technological developments and shifts from one type of agricultural product to another. Indeed, to anticipate the changes in the agricultural plant constitutes a major undertaking in itself, but is one that we shall ultimately have to face.

## 2. Rural Works Programs

The shelf of public works referred to by the President is an important part of post-defense planning. In fact, the most immediate job with which the Department is concerned is to



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lay out a program of rural works which will have the dual purpose of providing useful work to people in rural areas and to bring about those improvements in our physical plant which are long overdue. The capital improvements program involves three main types of activity:

(a) Restoration and development of the physical resources upon which agriculture depends. This would include such activities as soil conservation, forestry in all of its phases, water development, flood control and the opening up of new land areas. Many of these activities are already being carried out by different agencies of the Department or by state and local governments, but not on a scale commensurate with the need. We hope that in this post-defense period we shall be able to develop our natural resources to the point that we can pass them on to future generations of Americans in better condition than we found them.

(b) Public facilities. A much needed kind of activity in the capital improvements field is the development of public facilities for rural people. We will want to extend rural electrification to farms in all parts of the country. This may mean the construction of new generating plants. It may mean the development of new kinds of appliances for farm uses. We will want to continue to improve our country roads until we have a really adequate system. The installation of quick freezing plants and food storage facilities has just begun. There are scores of public facilities which need to be developed in the rural areas of the nation.

(c) Capital improvement projects relating to welfare of rural people. Capital improvement programs pointed toward human welfare are still in the preliminary stages. Programs of rural housing, recreational facilities, rural hospitals, and sanitation are urgently needed but require further exploration as to methods of handling. It is hoped that adequate criteria can soon be developed so that projects in this field can become an integral part of a rural works program dealing with capital improvements.

3. The Rural Welfare Field. Apart from capital improvements, there is a vast field of need which for lack of a more precise name goes under the heading, Rural Welfare. It has to do with standards of living, with the services and arrangements which ought to be available to farm people. A partial list would include education, medical care, food distribution and nutrition, tenure, modernization of farm equipment, and development of cooperatives.

This Department will cooperate with the appropriate state and federal agencies in working out programs in many of these fields.



lay out a program of rural works which will have the dual purpose of providing useful work to people in rural areas and to bring about these improvements in our physical plant which are long overdue. The capital improvements program involves three main types of activity:

(a) Rehabilitation and development of the physical resources upon which our life depends. This would include such activities as soil conservation, forestry in all of its phases, water development, flood control and the opening up of new land areas. Many of these activities are already being carried out by different agencies of the Department or by state and local governments, but not on a scale commensurate with the need. We hope that in this post-war period we shall be able to develop our natural resources to the point that we can pass them on to future generations of Americans in better condition than we found them.

(b) Public facilities. A much needed kind of activity in the capital improvements field is the development of public facilities for rural people. We will want to extend rural electrification to farms in all parts of the country. This may mean the construction of new generating plants. It may mean the development of new kinds of appliances for farm use. We will want to continue to improve our country roads until we have a really adequate system. The installation of such existing plants and food storage facilities has just begun. There are scores of public facilities which need to be developed in the rural areas of the nation.

(c) Capital improvement projects relating to welfare of rural people. Capital improvement programs pointed toward human welfare are still in the preliminary stages. Programs of rural housing, recreational facilities, rural hospitals, and sanitation are urgently needed but require further exploration as to methods of handling. It is hoped that adequate criteria can soon be developed so that projects in this field can become an integral part of a rural work program dealing with capital improvements.

3. The Rural Welfare Field. Apart from capital improvements, there is a vast field of need which for lack of a more precise name goes under the heading, "Rural Welfare." It has to do with standards of living, with the services and arrangements which ought to be available to farm people. A partial list would include education, medical care, food distribution and nutrition, tenure, modernization of farm equipment, and development of cooperatives.

This Department will cooperate with the appropriate state and Federal agencies in working out programs in many of these fields.



### III. ORGANIZATION

In order to carry out the job of post-defense planning in the Department of Agriculture, an Interbureau Coordinating Committee has been established in accordance with my request in Memorandum No. 913. The membership of the committee is as follows:

|                         |                                          |
|-------------------------|------------------------------------------|
| Roy I. Kimmel, Chairman | Bureau of Agricultural Economics         |
| Samuel B. Bledsoe       | Office of the Secretary                  |
| Howard B. Boyd          | Agricultural Adjustment Administration   |
| Mordecai Ezekiel        | Office of the Secretary                  |
| John S. Fischer         | Farm Security Administration             |
| John R. Fleming         | Bureau of Agricultural Economics         |
| Charles E. Kellogg      | Bureau of Plant Industry                 |
| Raymond E. Marsh        | Forest Service                           |
| David Meeker            | Office of Agricultural Defense Relations |
| Dillon S. Myer          | Soil Conservation Service                |
| Harry Slattery          | Rural Electrification Administration     |
| Raymond C. Smith        | Bureau of Agricultural Economics         |
| Harold A. Vogel         | Bureau of Agricultural Economics         |
| Julius T. Wendzel       | Office of Land Use Coordination          |
| Leslie A. Wheeler       | Office of Foreign Agricultural Relations |
| Robert A. Walker        | Office of Budget and Finance             |
| Norman Gold             | Surplus Marketing Administration         |
| M. L. Wilson            | Extension Service                        |

Under this committee there will be working groups who will develop the particular phase of the total problem which has been assigned to them. Group 1, on General Economic Problems, will be under the chairmanship of Mordecai Ezekiel, Economic Adviser to the Secretary; Group 2, on Rural Works Programs, Raymond E. Marsh, Assistant Chief of the Forest Service; Group 3, The Rural Welfare Field, Raymond C. Smith, Chief Program Analyst of the Bureau of Agricultural Economics. The exact scope of each of these working groups will be determined by the Interbureau Coordinating Committee as the work takes more definite shape. Additional working groups will be set up if and when the need arises.

The burden of the planning job in the fields of rural works and rural welfare services must be handled largely by the field organizations of the Department action agencies and the state and local land use planning committees. These groups also should take responsibility for keeping farmers informed on plans and programs for the national economy as a whole. In order to provide a simple and direct line of communication between the Coordinating Committee and the field, the States have been grouped into nine regions for the purpose of post-defense planning. In so far as possible, this grouping of



### III. ORGANIZATION

In order to carry out the job of post-defense planning in the Department of Agriculture, an Interdepartmental Coordinating Committee has been established in accordance with my request in Memorandum No. 913. The membership of the committee is as follows:

|                         |                                             |
|-------------------------|---------------------------------------------|
| Mr. I. Kimmel, Chairman | Bureau of Agricultural Economics            |
| Samuel B. Alchouse      | Office of the Secretary                     |
| Howard B. Boyd          | Agricultural Adjustment Administration      |
| Horace E. Eichel        | Office of the Secretary                     |
| John B. Fisher          | Farm Security Administration                |
| John R. Fleming         | Bureau of Agricultural Economics            |
| Charles E. Kellogg      | Bureau of Plant Industry                    |
| Raymond E. Marsh        | Forest Service                              |
| David Messer            | Office of Agricultural Defense Relations    |
| Dillon S. Myer          | Soil Conservation Service                   |
| Harry Shattuck          | Forest Experiment Station                   |
| Raymond C. Smith        | Bureau of Agricultural Economics            |
| Harold A. Vogel         | Bureau of Agricultural Economics            |
| Julius T. Wendel        | Office of Land Use Coordination             |
| Isabel A. Wheeler       | Office of Forest and Agricultural Relations |
| Robert A. Walker        | Office of Budget and Finance                |
| Norman Gold             | Surplus Marketing Administration            |
| H. I. Wilson            | Extension Service                           |

Under this committee there will be working groups who will develop the particular phase of the total problem which has been assigned to them. Group 1, on General Economic Problems, will be under the chairmanship of Horace E. Eichel, Economic Adviser to the Secretary; Group 2, on Rural Home Programs, Raymond E. Marsh, Assistant Chief of the Forest Service; Group 3, The Rural Welfare Field, Raymond C. Smith, Chief Program Analyst of the Bureau of Agricultural Economics. The exact scope of each of these working groups will be determined by the Interdepartmental Coordinating Committee as the work takes more definite shape. Additional working groups will be set up if and when the need arises.

The burden of the planning job in the fields of rural work and rural welfare services must be handled largely by the field organizations of the Department, action agencies and the state and local land use planning committees. These groups also should take responsibility for keeping farmers informed on plans and progress for the national economy as a whole. In order to provide a single and direct line of communication between the Coordinating Committee and the field, the agencies have been grouped into nine regions for the purpose of post-defense planning. In so far as possible, this grouping of



States follows the existing regional boundaries of bureaus within the Department. A map showing this regional grouping is attached.

Regional Chairmen representing the Coordinating Committee have been designated for each of these regions. They will head committees to be made up of field officials of the action agencies and the Bureau of Agricultural Economics, to be designated by the agencies themselves. In every case, the regional chairman is a field official who is already engaged in work closely related to the post-defense planning job, and who has special qualifications for the work to be undertaken in that region. They will be expected to devote a major part of their time to this work. The chairmen will be called into Washington during the week of October 6 for a discussion of their functions, and the operating procedures to be established. The nine regions and the respective regional chairmen are as follows:

1. NORTHEAST REGION

Chairman: W. S. Middaugh, Regional BAE Representative, Upper Darby, Penna.; Connecticut, Delaware, Maine, Maryland, Massachusetts, New Hampshire, New Jersey, New York, Pennsylvania, Rhode Island, Vermont.

2. APPALACHIAN REGION

Chairman: Richard E. McArdle, Director, Appalachian Forest Experiment Station, Forest Service, Asheville, North Carolina; Kentucky, North Carolina, Tennessee, Virginia, West Virginia.

3. SOUTHEAST REGION

Chairman: Thomas S. Buie, Regional Conservator, Soil Conservation Service, Spartanburg, South Carolina; Alabama, Florida, Georgia, Mississippi, South Carolina.

4. MIDWEST REGION

Chairman: Gladwin E. Young, Regional BAE Representative, Milwaukee, Wisconsin; Illinois, Indiana, Iowa, Michigan, Minnesota, Missouri, Ohio, Wisconsin.

5. GREAT PLAINS REGION

Chairman: Elmer A. Starch, Regional Coordinator, Lincoln, Nebraska; Kansas, Montana, Nebraska, North Dakota, South Dakota, Wyoming.

6. SOUTH CENTRAL REGION

Chairman: E. R. Henson, Regional Coordinator, Amarillo, Texas; Arkansas, Louisiana, Oklahoma, Texas.



States follow the existing regional boundaries of bureaus within the department. A map showing this regional grouping is attached.

Regional Chairmen representing the Coordinating Committee have been designated for each of these regions. They will head committees to be made up of field officials of the action agencies and the Bureau of Agricultural Economics, to be designated by the agencies themselves. In every case, the regional chairman is a field official who is already engaged in work closely related to the post-defense planning job, and who has special qualifications for the work to be undertaken in that region. They will be expected to devote a major part of their time to this work. The chairman will be called into Washington during the week of October 6 for a discussion of their functions, and the operating procedures to be established. The nine regions and the respective regional chairmen are as follows:

1. NORTHEAST REGION

Chairman: E. G. Widdows, Regional BAE Representative, Upper  
Maryland; Deputy: E. G. Widdows, Regional BAE Representative, Upper  
Maryland; Connecticut, Delaware, Maine, Maryland,  
Massachusetts, New Hampshire, New Jersey, New York,  
Pennsylvania, Rhode Island, Vermont.

2. APPALACHIAN REGION

Chairman: Richard E. McBride, Director, Appalachian Forest  
Experiment Station, Forest Service, Asheville, North  
Carolina; Deputy: Kentucky, North Carolina, Tennessee,  
Virginia, West Virginia.

3. SOUTHEAST REGION

Chairman: Thomas S. Dale, Regional Conservator, Soil Con-  
servancy Service, Spartanburg, South Carolina;  
Deputy: Alabama, Florida, Georgia, Mississippi, South Carolina.

4. MIDWEST REGION

Chairman: Edwin S. Young, Regional BAE Representative, Minn-  
nesota; Deputy: Illinois, Indiana, Iowa, Michigan,  
Minnesota, Missouri, Ohio, Wisconsin.

5. GREAT PLAINS REGION

Chairman: Elmer A. Storch, Regional Coordinator, Lincoln,  
Nebraska; Deputy: Kansas, Nebraska, North Dakota,  
South Dakota, Wyoming.

6. SOUTH CENTRAL REGION

Chairman: E. E. Hanson, Regional Coordinator, Austin, Tex-  
as; Deputy: Arkansas, Louisiana, Oklahoma, Texas.



7. SOUTHWEST INTERMOUNTAIN REGION

Chairman: Hugh G. Calkins, Regional Conservator, Soil Conservation Service, Albuquerque, New Mexico; Arizona, Colorado, New Mexico, Utah.

8. CALIFORNIA-NEVADA REGION

Chairman: Laurence I. Hewes, Regional Director, Farm Security Administration, San Francisco, California; California, Nevada.

9. PACIFIC NORTHWEST REGION

Chairman: Lyle F. Watts, Regional Forester, Forest Service, Portland, Oregon; Idaho, Oregon, Washington.

*Claude R. Wickard*

Secretary

Attachment

*Paul H. Haggerty*  
Under Secretary



7. SOUTHWEST INTERMOUNTAIN REGION

Chairman: Hugh G. Galkins, Regional Conservator, Soil Conservation Service, Albuquerque, New Mexico; Arizona, Colorado, New Mexico, Utah.

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8. CALIFORNIA-NEVADA REGION

Chairman: Lawrence I. Hewes, Regional Director, Farm Security Administration, San Francisco, California; California, Nevada.

9. PACIFIC NORTHWEST REGION

Chairman: Lyle T. Walter, Regional Forester, Forest Service, Portland, Oregon; Idaho, Oregon, Washington.

Charles A. Wickard

Secretary

Attachment



*2/11/44*

UNITED STATES DEPARTMENT OF AGRICULTURE  
Office of the Secretary  
Washington, D.C.

*Ordered 6/15/44*  
*6/17/44*

June, 6, 1944

MEMORANDUM NO. 914

Portrait Prints

**FILED**

★  
Please return to  
the Secretary's File Room

The Office of Information and the photographic units of other bureaus of the Department are frequently requested to make portrait prints on requisition for bureau officials. The regulations of the Department (see Numbers 1216 and 4427) indicate the distinction between free prints obtained on requisition and those available only on a sales basis. It is the intention to furnish free prints only for official use in illustrating publications, providing pictures for the press, or for the usual official purposes of maintaining scientific records, and to make such prints only on glossy paper suitable for reproduction. Officials desiring portrait prints will be required in the future to purchase them at prices that will fully compensate the Government for materials, use of equipment, and labor. Because of the liability of loss or damage, the Department photographic units will not lend portrait negatives. However, in cases that seem fully justified, duplicate copies of portrait negatives may be made and sold to those who wish to have prints made elsewhere.

Chiefs of all bureaus should see that their photographic units follow this procedure. The photographic work of the Department is so heavy and expensive that we must undertake no jobs that are not essential for official use or of assistance in furthering the projects of the Department.

*Charles H. Whistler*  
*Paul H. Shippley*  
Under Secretary.



UNITED STATES DEPARTMENT OF AGRICULTURE  
Office of the Secretary  
Washington, D.C.

May 1941

FILED

MEMORANDUM NO. 311

Portrait Prints

The Office of Information and the photographic units of other bureaus of the Department are frequently requested to make portrait prints on requisition for bureau officials. The regulations of the Department (see Numbers 1216 and 1217) indicate the distinction between free prints obtained on requisition and those available only on a sales basis. It is the intention to furnish free prints only for official use in illustrating publications, providing pictures for the press, or for the usual official purposes of maintaining scientific records, and to make such prints only on glossy paper suitable for reproduction. Officials desiring portrait prints will be required in the future to purchase them at prices that will fully compensate the Government for materials, use of equipment, and labor. Because of the liability of loss or damage, the Department photographic units will not lend portrait negatives. However, in cases that seem fully justified, duplicate copies of portrait negatives may be made and sold to those who wish to have prints made elsewhere.

Chiefs of all bureaus should see that their photographic units follow this procedure. The photographic work of the Department is so heavy and expensive that we must undertake no jobs that are not essential for official use or of assistance in furthering the projects of the Department.

*[Signature]*  
Under Secretary



1

*Files*

FILED



Please return to  
the Secretary's File Room

*Ordered  
no 1633  
6/9/41*

June 6, 1941:

MEMORANDUM NO. *915*

Delegation of Regulatory Powers

Pursuant to the authority vested by law (54 Stat. 81, 5 U. S. C., Supp. V, 516a - 516e, inc.) in the Secretary of Agriculture, Mr. Robert H. Shields is hereby designated Assistant to the Secretary and is authorized to perform such regulatory functions devolving upon the Secretary under the Sugar Act of 1937, as amended (50 Stat. 903, 7 U. S. C., Supp. V, 1100 - 1183, inc.), together with such other functions as may hereafter be assigned to him.

*Claude R. Wickard*

Secretary.



FILED

U. S. DEPARTMENT OF AGRICULTURE  
WASHINGTON, D. C.

June 1, 1937

MEMORANDUM NO. 219

Delegation of Regulatory Powers

Pursuant to the authority vested by law (54 Stat. 81,  
5 U. S. C., Supp. V, 516a - 516c, Inc.) in the Secretary  
of Agriculture, Mr. Robert H. Shields is hereby designated  
Assistant to the Secretary and is authorized to perform  
such regulatory functions devolving upon the Secretary  
under the Sugar Act of 1937, as amended (50 Stat. 908,  
7 U. S. C., Supp. V, 1100 - 1183, Inc.), together with such  
other functions as may hereafter be assigned to him.

Charles R. Wickard  
Secretary.



*Files*

**FILED**



Please return to  
the Secretary's File Room

*Ordered  
7/1/65  
6/25/*

~~June 24, 1941.~~

*Kill*

Supplement  
MEMORANDUM NO. 915, ~~Amendment~~ 1

Delegation of Regulatory Powers

Secretary's Memorandum No. 915, dated June 6, 1941,  
is hereby amended to read as follows:

"Pursuant to the authority vested by law  
(54 Stat. 81, 5 U. S. C., Supp. V, 516a -  
516e, inc.) in the Secretary of Agriculture,  
Mr. Robert H. Shields is hereby designated  
Assistant to the Secretary and is authorized  
to perform such regulatory functions devolving  
upon the Secretary under the Sugar Act of 1937,  
as amended (50 Stat. 903, 7 U. S. C., Supp. V,  
1100 - 1183, inc.), and the Agricultural  
Marketing Agreement Act of 1937, as amended  
(50 Stat. 246, 7 U. S. C., Supp. V, 671 - 674,  
inc.), together with such other functions as  
may hereafter be assigned to him."

*Paul H. Supply*  
Acting Secretary.



FILED

U.S. DEPARTMENT OF AGRICULTURE  
WASHINGTON, D.C.

MEMORANDUM NO. 915, TRANSMITTAL  
Supplement

Delegation of Regulatory Powers

Secretary's Memorandum No. 915, dated June 6, 1941,

is hereby amended to read as follows:

"Pursuant to the authority vested by law

(34 Stat. 81, 2 U. S. C., Supp. V, 518 -

519, inc.) in the Secretary of Agriculture,

Mr. Robert H. Shields is hereby designated

Assistant to the Secretary and is authorized

to perform such regulatory functions devolving

upon the Secretary under the Sugar Act of 1937,

as amended (50 Stat. 908, 7 U. S. C., Supp. V,

1100 - 1185, inc.), and the Agricultural

Marketing Agreement Act of 1937, as amended

(50 Stat. 248, 7 U. S. C., Supp. V, 671 - 674,

inc.), together with such other functions as

may hereafter be assigned to him."

Secretary.



giles

FILED

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Please return to  
the Secretary's File Room

Ordered  
no 1656  
6/30/41  
(R)

June 24, 1941.

(Date)

MEMORANDUM NO. 915, Supplement No. 2  
~~(Supplementing Memorandum No. 915)~~

Delegation of Regulatory Powers

The authority of Mr. Robert H. Shields, Assistant to the Secretary, is hereby extended to include the performance of such regulatory functions devolving upon the Secretary under the Agricultural Marketing Agreement Act of 1937, as amended (50 Stat. 246, 7 U. S. C., Supp. V, 671 - 674, inc.), as may hereafter be assigned to him.

The original designation of and delegation to Mr. Shields was made on June 6, 1941, in Secretary's Memorandum No. 915.

Paul H. Supply  
Acting Secretary.



FILED

June 2, 1941  
(Date)

MEMORANDUM NO. 315, Supplement No. 2  
(Supplementary Memorandum No. 315)

Delegation of Regulatory Powers

The authority of Mr. Robert H. Shields, Assistant to the Secretary, is hereby extended to include the performance of such regulatory functions devolving upon the Secretary under the Agricultural Marketing Agreement Act of 1937, as amended (50 Stat. 246, 7 U. S. C., Supp. V, 671 - 674, Inc.), as may hereafter be assigned to him.

The original designation of and delegation to Mr. Shields was made on June 8, 1941, in Secretary's Memorandum No. 315.

*Robert H. Shields*  
Secretary.



UNITED STATES DEPARTMENT OF AGRICULTURE  
OFFICE OF BUDGET AND FINANCE  
WASHINGTON, D. C.

2 files

FILED

Ordered  
6/16/55  
6/25/41



Please return to  
the Secretary's File Room

June 24, 1941.

~~SECRETARY'S~~ MEMORANDUM NO. 916

Departmental Project System

The name of the Uniform Project System is hereby changed to "Departmental Project System", and corresponding changes should be made in the wording of Department Regulations 1421 and 1422.

This change is made necessary because of the fact that the word "uniform" is sometimes interpreted to imply a uniformity in the size and scope of the projects which does not necessarily exist. While it is desired to remove this implication, the uniformity that has been achieved in matters of form and presentation is to be maintained.

Paul H. Appleby

Acting Secretary.



UNITED STATES DEPARTMENT OF AGRICULTURE  
OFFICE OF BUDGET AND FINANCE  
WASHINGTON, D. C.

FILED



STANDARD FORM NO. 64  
MAY 1962

SECRETARY'S MEMORANDUM NO. 916

Departmental Project System

The name of the Uniform Project System is hereby changed to "Departmental Project System" and corresponding changes should be made in the wording of Department Regulations 1421 and 1422.

This change is made necessary because of the fact that the word "uniform" is sometimes interpreted to imply a uniformity in the size and scope of the projects which does not necessarily exist. While it is desired to remove this implication, the uniformity that has been achieved in matters of form and presentation is to be maintained.

For the Secretary.



FILED  
★  
Please return to  
the Secretary's File Room

June 25, 1941

MEMORANDUM NO. 917

Delegation of authority to Chief, Division of Purchase,  
Sales and Traffic, to sign and approve formal contracts and  
related matters.

In accordance with the policy of delegating to subordinate officers of the Department certain authorities and duties which heretofore have been reserved by the Secretary, there is hereby delegated to the Chief, Division of Purchase, Sales and Traffic, of the Office of Budget and Finance, Department of Agriculture, the authority:

- (1) To sign all formal contracts which are based upon awards by that office but which heretofore have been signed by the Secretary pursuant to Paragraph No. 3312 of the Department Regulations;
- (2) To execute all extensions, renewals, findings of fact, and other actions relating to such contracts;
- (3) To approve administratively all bonds submitted in connection with such contracts.

This delegation is an addition to the present duty of the Chief of the Division of Purchase, Sales and Traffic to approve and execute contracts and related documents for the performance of construction work and the procurement of supplies, materials, equipment and services, and is not intended to affect the existing authority of other departmental or field offices and employees to approve and execute contracts and related documents within the limited scope of their authority.

Authorization



RECEIVED  
JAN 22 1941  
U.S. DEPARTMENT OF AGRICULTURE  
WASHINGTON, D.C.

MEMORANDUM NO. 317

Delegation of authority to Chief, Division of Purchase,  
Sales and Traffic, to sign and approve formal contracts and  
related matters.

In accordance with the policy of delegating to subordinate  
officers of the Department certain authorities and duties which heretofore  
have been reserved by the Secretary, there is hereby delegated  
to the Chief, Division of Purchase, Sales and Traffic, of the Office  
of Budget and Finance, Department of Agriculture, the authority:

- (1) To sign all formal contracts which are based upon awards  
by that office but which heretofore have been signed by the Secretary  
pursuant to Paragraph No. 3312 of the Department Regulations;
- (2) To execute all extensions, renewals, terminations of fact,  
and other actions relating to such contracts;
- (3) To approve administratively all bonds submitted in connection with such contracts.

This delegation is in addition to the present duty of the  
Chief of the Division of Purchase, Sales and Traffic to approve and  
execute contracts and related documents for the performance of construction work and the procurement of supplies, materials, equipment and services, and is not intended to affect the existing authority of other departmental or field offices and employees to approve and execute contracts and related documents within the limited scope of their authority.



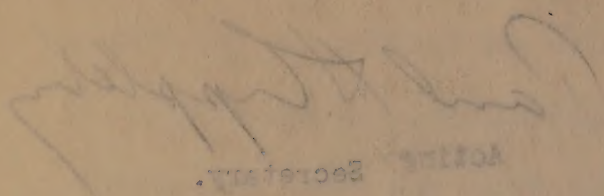
In the absence of the Chief, Division of Purchase, Sales and Traffic, the authority herein delegated may be exercised by the Associate Chief of the Division.

This memorandum constitutes a modification of the provisions of Paragraph No. 3312 of the Department Regulations only to the extent of the delegation of authority contained herein.

*Paul H. Lippelby*  
Acting Secretary.



In the absence of the Chief, Division of Purchase, Sales  
and Traffic, the authority herein delegated may be exercised by the  
Associate Chief of the Division.  
This memorandum constitutes a modification of the provisions  
of Paragraph No. 312 of the Department Regulations only to the extent  
of the delegation of authority contained herein.

  
Carl H. Appleby  
Acting Secretary